



seed **madagascar**
sustainable environment, education & development

Grants and Administrative Officer

About the Organisation

SEED Madagascar (SEED) is a British Charity working in partnership with communities in southeast Madagascar. We integrate high quality community health, WASH, rural livelihoods, education, and conservation programmes to support long term, sustainable change and add to international best practice through research and publication across all of our programmatic areas.

Position Overview

To support SEED's operational and financial growth, the Grants and Administrative Officer will be responsible for providing proactive and timely administrative and technical support to the Partnerships and Programmes Manager and Managing Director. The Grants and Administrative Officer will be responsible for a variety of tasks including, managing and improving SEED's Customer Relationship Management (CRM) and task management systems, grant and financial administration, donor compliance, supporting staff onboarding, and general support to the Managing Director. We are looking for a proactive individual with exceptional communication skills who will build strong relationships with the small UK-based team and effectively and efficiently deal with a comprehensive range of fast-paced tasks related to the complex world of development work.

Contract type: Full-time

Timeframe: Permanent (with 3 month probation period)

Location: Remote

Reporting to: Partnerships and Programmes Manager

Salary: £22,500 per annum

Duties and Responsibilities

- Oversee the daily maintenance and management of SEED's CRM and task management software
- Improve the systematic functioning of CRM software to expand organisational reach
- Review grant agreements and enter data into relevant databases
- Lead management of fundraising platforms
- Support meeting preparation with prospective donors and partners and take meeting minutes as required
- Draft donors communications and updates to foster donor retention
- Liaise with the Programmes Team to ensure specific donor requests are met
- Support the coordination of audits
- Support the Programmes Team with donor searching
- Coordinate and support the preparation of timely and quality funding applications and reports
- Support Partnerships and Programmes Manager in creating and updating guidance, support, and training documents
- Support organisation-wide onboarding and UK recruitment processes
- Lead on the development of SEED's trustees' reports and annual reports
- Organise SEED's Shared Google Drive and improve online filing
- Manage team of UK interns
- Support the Managing Director with Trustee facing tasks
- Support procurement and transport of equipment to Madagascar



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- Support the Managing Director with monthly financial reconciliations and contributions
- Any other tasks commensurate with the role as required

Person Specification

- Minimum 2-years of related work experience
- One-year of related work experience in the non-profit sector is desirable
- Knowledge of grant management and donor compliance
- Passion and keen interest in SEED Madagascar's core programmatic areas (community health, WASH, rural livelihoods, conservation, and education)
- You are extremely organized, able to balance multiple competing priorities in a fast-paced environment, and enjoy working independently and as part of a team
- Strong written and verbal communication skills; you are excellent at communicating and coordinating with people and do so in a timely manner
- Sound judgment, tact, and the ability to handle confidential and sensitive material with discretion
- Proficiency in Microsoft Office, particularly Word, Excel, and PowerPoint; familiarity with Google Drive essential
- Experience with CRM and task management software desirable
- You are flexible and patient
- You are proactive and have excellent problem-solving skills
- Fluent in English to a high standard. Basic working knowledge of French is desirable
- Able to work to and advocate for all of SEED's policies and procedures, working within SEED's Code of Conduct, safeguarding those that SEED works with and reporting any concerns appropriately
- Passion, curiosity, and motivation for the job and the ability to enthuse others
- An understanding of, and commitment to, SEED's ethos and approach and be a good ambassador for the organisation at all times
- Be punctual and be able to work to tight deadlines in an organised manner and to a high standard

Practicalities

The successful candidate will need to be equipped with their own laptop computer (non-tablet). Consumables to be replaced by SEED if necessary.

Application Procedure

Interested applicants should send a CV and covering letter outlining how their skills and experience match the requirements in the job description criteria to the Managing Director, Mark Jacobs, at mark@seedmadagascar.org.

Applications deadline: 31st September 2023. Long-listed applicants will receive a skill-based exercise to complete. Short-listed applicants will then be offered a formal interview with the London team.

SEED actively encourages equality, diversity, and inclusion in the workplace and aims to create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, where individual differences and the contributions of all staff are recognised and valued.