



## **Job Vacancy**

### **PROGRAMME OFFICER - DONOR LIAISON**

*Are you passionate about women's rights in Africa, excited about African feminism, and embrace African women's diversities?*

*Do you have experience of working with donor related projects and programmes, especially those supporting women's rights initiatives in Africa?*

*Do you possess excellent communication skills – both written and oral?*

*Do you have fresh ideas about developing grants proposals and ability to engage in strategic thinking about the future of resourcing women rights in Africa?*

### **Background**

The **African Women's Development Fund (AWDF)** is a pioneering grantmaking foundation headquartered in Accra, Ghana. AWDF was founded by and for African women. Since its founding in 2001, AWDF has continued to support a growing portfolio of grants to leading women's rights organisations and feminist movements across Africa, while also supporting knowledge generation, capacity building, movement building and donor advocacy around African women's activist histories, movement resourcing needs, and feminist futures.

### **Job Summary**

The role of the Programme Officer – Donor Liaison is to work with other team members to coordinate and manage AWDF's donor portfolio, ensuring that AWDF is meeting its implementation and reporting obligations to all stakeholders as identified. The post holder will work cross organisationally to ensure the development of strong quantitative and qualitative reporting on the work of AWDF. The role includes key responsibilities in the AWDF fundraising structure, including development of fundraising initiatives, writing of funding proposals, tracking and documentation of initiatives geared towards AWDF's financial sustainability.

## Specific Duties

- Establish and maintain administrative systems for the nurturing and management of AWDF's institutional donors, liaising with the AWDF team members to ensure implementation.
- Strengthen and maintain systems for attracting, nurturing and growing AWDF's individual donors.
- Draw up annual contract and reporting schedules for departmental managers and AWDF staff members.
- Liaise with AWDF's institutional donors, including developing both novel and systematic methods of maintaining donor interest in the work of AWDF.
- Strengthen and maintain the donor data base
- As an active member of AWDF's fundraising committee, work closely with the Office of the CEO in the development of grant proposals, and seek opportunities to expand AWDF's funding base amongst donors.
- Undertake occasional site visits
- Represent AWDF in external meetings and on external communications and advocacy platforms.
- Produce timely, well written donor reports containing both quantitative and qualitative reporting.
- Contribute to AWDF knowledge products such as the annual Activities report and other documentation that is used in supporting our donor relations or developing new relationships.
- The role holder will from time to time be required to carry out any other duties that are within the scope of the job.
- Demonstrate and promote AWDF's values and principles which include a feminist ethos, equality, collaborative ways of working, team-work and positive interaction with diverse staffing and stakeholder groups

## Essential Knowledge and Experience

- Knowledge and experience of working with donor related projects and programmes, especially those supporting women's rights initiatives in Africa
- Experience of working with African women's organisations
- Knowledge of African women's rights issues and concerns
- Excellent interpersonal skills
- Excellent communication skills both written and oral
- Excellent analytical skills
- Strong capacity to work with a range of colleagues and promote shared learning across different departments in the organisation.
- Ability to work democratically and effectively with diverse groups and people
- Ability to work on one's own and to produce results with minimum supervision
- Ability to work as part of a team and to meet tight deadlines
- Strong commitment to social justice, women's rights and social change in Africa

- Ability to engage in and facilitate “big picture,” strategic thinking about the future of resourcing women’s rights in Africa.
- Proven skills in using Microsoft Office (Word, Excel, Power Point, Excel and Access) and in using web -based communication techniques.
- Donor liaison work experience and skills
- Ability to travel within Africa / internationally essential
- Willingness to work flexible working hours, occasionally outside of regular working hours as expected

## Qualifications

- Minimum educational qualification: Post graduate degree in a related discipline.
- Work experience: At least 5 years of experience of working with donor related projects
- Experience with monitoring/reporting of projects.
- Excellent spoken and written English is a requirement. Fluency in French or Portuguese is an advantage

## How to Apply

Qualified candidates should send a **cover letter indicating their relevant skills and experience** and **CV** of not more than 3 pages **by email to:** The Human Resources Manager at [jobs@awdf.org](mailto:jobs@awdf.org) with “**Application for position of Programme Officer – Donor Liaison**” as the subject line.

Applications should reach AWDF **no later than Tuesday, 8<sup>th</sup> October, 2019**. Only short listed candidates will be contacted.

**Please note that this is a national post on two-year renewable contract on local terms and conditions.** AWDF will assist non-Ghanaian hires with work/resident permit processes but will not offer relocation expenses or expatriate benefits. The post can also be on virtual working arrangement with the post-holder working from an African country that they have the legal right to work in.

***In line with AWDF’s mission, qualified African women candidates are encouraged to apply.***