



JOB DESCRIPTION

Job Position: Bilingual Funding Officer (English and French)

Location: London, United Kingdom

(only candidates with right to live and work in the UK will be considered)

Duration: 2 years extendable contract

Background

ACORD (Agency for Cooperation and Research in Development) is a Pan African Organisation and a UK registered charity, working for social justice and development in Africa. Currently ACORD has operations in 17 African countries along the themes of livelihoods, peace building, gender and the right to health. ACORD is also delivering regional and Pan-Africa level programmes on women's rights, on community social peace and recovery, and on agriculture and food sovereignty.

ACORD seeks to go beyond addressing the consequences of poverty by understanding, challenging and changing the conditions that cause poverty and exclusion. ACORD believes that people have a right to a just and equal society and are committed to making that right a reality for people on the margins of African societies. We work in common cause with people who are poor and have been denied their rights to understand, challenge and change these conditions. We work in alliance with organisations worldwide to achieve these aims.

The Bilingual Funding Officer is a member of the Funding and Partnership Development team. There will also be close interaction with ACORD's programming department in the Nairobi Secretariat and country offices across Africa. The Bilingual Funding Officer will report directly to the Director, Funding and Partnership Development.

Duties and Responsibilities

The Bilingual Funding Officer will contribute to ACORD's overall strategic objectives, with emphasis on the areas listed below.

ACORD is in process of streamlining and focusing its interventions along the four thematic areas of livelihoods, the Right to Health, gender and peace building. ACORD is implementing Pan African advocacy programmes and overall thematic strategies. Similarly ACORD's country and regional strategies are being thematically aligned. ACORD is committed to deliver a combination of practical activities on the ground, research and advocacy.

ACORD is fully grant funded. ACORD aims at diversifying its current funding portfolio with more private foundations especially from North America, while maintaining and strengthening its current donor base primarily from UK, France and Europe too. We are moving towards strategic multi-annual and more multi-country programmatic funding. This transition is not yet complete and the organisation is currently implementing multiple short and medium term project agreements. It is essential to ensure full compliance and high quality reporting on the ongoing contracts with a view to negotiate predictable, multi-annual framework agreements with key strategic partners in the long run.

In this context the Bilingual Funding Officer has a critical role to:

1. Conduct accurate research of possible funding opportunities

- Identify potential funding sources in cooperation with the thematic advisors and country offices.
- Assist country offices in the scoping of potential partners present at the country level, including donor embassies, and agree on a plan for courtesy visits and interaction.
- Contribute to continuous scanning of partnership and funding opportunities and systematic sharing of findings with relevant colleagues.
- Maintaining up to date donor mapping database.

2. Drafting funding proposals

- Contribute to the articulation of fundable concept notes and the preparation of thematically aligned funding proposals in cooperation with ACORD's thematic advisors and the country offices.
- Ensure the timely and complete submission of concept notes and proposals according to the required formats and timeframes.
- Maintaining the records of initiatives taken, follow-up and outcomes to allow lesson learning and continuous improvement.

3. Grant management

- Notify responsible country offices and thematic advisors of due reporting dates ahead of time, advise them on relevant donor reporting formats and criteria and follow-up to ensure drafts are in compliance with expectations and are produced in a timely fashion.
- Coordinate the Secretariat review of draft reports, submission of comments and organisation of technical support if required to enable the responsible officers to prepare a final draft report.
- Do final quality control and edits and submit reports to external partners in a timely fashion.
- Ensure conditions for donor claims are met and timely claims submitted

4. Strengthening visibility of ACORD's work

- Help in gathering information from country programmes for the quarterly newsletter and monthly bulletin
- Support regular updating and contributing to the ACORD website
- Support country programmes in profiling ACORD at country level

Required Qualifications

- Graduate level degree in a relevant field of study or equivalent work experience
- A minimum of 2 years fundraising experience in institutional or large trust and foundation funding
- Bilingual in English and French

Relevant Knowledge, Skills and Qualities

- Experience in the international development sector
- Experience of writing high quality fundraising applications, donor reports and case study materials
- Experience fundraising & managing grants from USAID & North American foundations would be an advantage along with EU/ECHO funding experience
- Excellent written and oral communications skills (French and English)
- Excellent collaboration and team work
- Excellent partnership building and negotiation skills
- Fully conversant with ICT and office applications

- Creativity, innovation and ability to take initiative
- Ability to work well in a multicultural environment across different geographical locations
- Ability to handle change and unpredictability
- Ability to deliver under pressure to work with deadlines and to multi-task
- Highly self-motivated
- Attention to detail
- Ability to conceptualize and present ideas in a clear and convincing manner
- Good analytical and strategic skills
- Good understanding of the development challenges in Africa and trends in the aid environment for NGOs

To apply, please complete an application form available at www.acordinternational.org and e-mail it with a detailed Curriculum Vitae and cover letter to recruit@acordinternational.org with the Job title in the Subject Box.

Application deadline: Midnight 4th January 2015.