

The Role: Major Grants Coordinator

Location: Sydney, NSW

Reports to: Major Grants Executive

Position Type: Permanent full-time

The Organisation

The Hunger Project is a global, non-religious, non-profit organisation working to end world hunger by 2030. We believe that hunger can end, and ours is the generation that can eliminate it once and for all. In Africa, South Asia and Latin America, The Hunger Project empowers people to lead lives of self-reliance, meet their own basic needs and build better futures for their children. We believe people who currently live in poverty are not the problem – they are the solution. We don't see 795 million mouths to feed, we see 795 million human beings who are enterprising and resilient. Our work is to unlock their leadership, creativity and capacity so that they can be the key to ending their own hunger. Our programs provide training and services to village partners covering: health, education and adult literacy, nutrition, improved farming techniques and food security, micro-finance loans, water and sanitation and HIV/AIDS prevention.

The Role & Responsibilities:

The Major Grants Coordinator reports into the Major Grants Executive and is an integral part of our work, both with our program countries and in serving our donors. This multi-faceted role will support the fundraising team in the management of, and reporting on, our major grants and the programs they fund with both our program countries and donors. You will work closely with the Major Grants Executive to be the central point of contact for our program country teams in terms of grant oversight, including working with them to develop an implementation plan (with key milestones and budgets) and to monitor progress against the plan.

Specifically, the role includes:

Grants Management

Work closely with Major Grants Executive to:

- Work with overseas program partners in multiple countries to develop funding opportunities for programs and - for the programs that the Fundraising team feel are a good match for our donors
- Design and prepare proposals for potential donors based on the plans developed with program partners
- Work with the program partners to monitor performance of the programs against the plans at least on a quarterly basis (including assessing whether key milestones are achieved on time and expenditure levels are appropriate against the budget) and

where necessary agree with the program partner any remedial action that is required to meet the plan

- Maintain compliance with grant agreements including ensuring grant instalments are paid by donors on time and are sent to purpose (working with the CFO) and that reporting requirements are complied with, taking responsibility for meeting high standards of effectiveness, timeliness, and completeness
 - Monitor and maintain the program and investor reporting schedules and requirements
 - Draft compelling progress reports to donors that fully capture program progress and impact
 - Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.

Relationship Management:

Work closely with Major Grants Executive to manage multiple relationships with key internal stakeholders, including:

- Program partners in Africa, India and Bangladesh to create program funding opportunities and where appropriate to support them in the development of the skills needed to implement and manage those programs
- Global Office including with:
 - the measurement & evaluation team to ensure we can meet our donor expectations
 - the program and finance team to ensure they can coordinate globally the governance oversight of programs

Fundraising support:

- Work with Fundraising team to;
 - Record and manage funding installments in Raisers Edge according to donor Grant Agreements
 - Raise invoices and receipts according to grant agreements

This work will at times require international conference calls outside of normal office hours.

Background & Experience:

Essential:

- A Bachelor's Degree in international development or similar (or equivalent experience)
- Proven ability to make decisions, solve problems, prioritise tasks, set key milestones, forward plan, meet deadlines and deliver results effectively and creatively

- Proven relationship management skills ideally including dealing with multiple stakeholder groups
- Strong administrative skills with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Demonstrated experience in Microsoft Office (Word, Excel and PowerPoint)
- Demonstrated excellent written and verbal communication skills for a range of audiences
- Excellent presentation and proposal skills

Personal Attributes:

- Ability to build rapport and create authentic connections and relationships
- High attention to detail
- High organisational skills
- Ability to complete tasks and meet deadlines
- Ability to innovatively and creatively approach tasks
- Ability to make decisions and creatively problem solve
- Enthusiastic team player who works well independently
- Proactive, values driven, resilient and honest
- Positive, passionate and energetic with a high outcome focus
- Ability to manage own workload
- Ability to adapt with patience to various communication styles
- Passionate about joining a global movement of people from all over the world playing a part in ending world hunger