



## TERMS OF REFERENCE

# MAJOR GRANTS COORDINATOR AT WINGS

### WINGS: Elevating philanthropy

[WINGS](#) is a network of philanthropy development and support organisations committed to ensuring philanthropy reaches its fullest potential as a catalyst for social progress. Our growing community of thought leaders and changemakers includes 196 member organisations across 58 countries.

Our goal is to encourage collaboration and ignite potential — to rally philanthropic actors everywhere to build a more just, equitable, and healthy world and support the achievement of the Agenda 2030 and the SDGs.

### Job Summary

The Grants Coordinator will be responsible for managing overall EU and other grant efforts and project cycle management, documenting payments and expenditures, optimising the grant administration process, supporting fundraising, ensure grant monitoring of output indicators and efficient execution, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donors and funders, educating staff on policies, and preparing narrative and financial reports.

The ideal candidate for this role should have organisational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The grants coordinator should reinforce relationships with donors, ensure that grant programmes operate efficiently and effectively, streamline grant administration, and keep our organisation fiscally sound.

Main areas of **responsibility** will include but are not limited to:

- Coordinate major grants, including the EU Framework Partnership Agreement and 4-year grant, and be the focal point for donor relationships and cross-department coordination for the implementation and reporting.
- Ensure grant monitoring of output indicators and efficient execution of the project timeline and budget.
- Support internal and external monitoring, evaluation and learning processes, in particular ensuring the liaison between departments within WINGS and with external consultants.
- Provide clear and concise grants administration policies and procedures for staff and sub-grantees.

- Ensure links between programmes and finance so that all grant management monitoring and evaluation activities are smoothly implemented, and the deliverables of the grant are met in a timely manner.
- Monitor and analyse all budget trends and make recommendations for cost control for various grants.
- Lead the preparation of high-quality reports (narrative and financial) according to grant regulations. Ensure all required documents are included, complete, correct and approved by the respective Programme Coordinator.
- Maintain knowledge of donor, funding and grant agreement language, timelines, preferences and regulations, serving as a knowledge resource on assigned funders and advancing questions where needed.
- Ensure appropriate systems and procedures (vendor payments, budgeting and forecasting, procurement, property management, grants management and other related financial and operational tasks) are in place to properly disburse, account, budget, and report project funds in a timely and cost-effective manner.
- Be responsible for the management of financial documents and maintaining a proper filing system that ensures documents can be retrieved with ease.
- Manage and support internal and external project financial audits, follow-up on the implementation of audit and compliance review recommendations.
- Provide overall technical and administrative leadership in the areas of sub-grant management to set up, manage, and provide grant financial assistance related to the grant-making component of the programme activities; ensure grants management and reporting are compliant with the regulations, liaise with sub-grantees in coordination with the Programmes team, and provide occasional training/coaching.
- Support the search and selection of consultants for specific contracts.
- Write proposals and negotiate with donors to secure matching funds.
- Support and represent WINGS in external meetings, especially with donors, effectively advocating and communicating the grant objectives and advances, as well as WINGS' vision, priorities and lessons learned.
- Support WINGS in other strategic initiatives, planning, learning and knowledge sharing when needed.

### Requirements

This is a full-time remote position for four years, renewable, requiring 40 hours per week. A successful candidate will have the following:

### Knowledge and skills

- Knowledge of EU development cooperation instruments and grant regulations (especially INTPA).
- Strong knowledge of international Civil Society Organisations (CSOs) (minimum three years), preferably knowledge about the philanthropic sector.

- Excellent written and oral communication skills, with the ability to communicate complex technical, budgetary, and grants administration details, as well as policy recommendations and Programme priorities and lessons to staff, donors, sub-grantees, and Board members.
- Self-motivation with strong organisational skills. Problem-solving attitude with a high level of commitment. Capacity for independent decision-making and taking initiative.
- Ability to work independently and as a member of a team; strong interpersonal and networking abilities.
- Global mindset: openness to, and awareness and experience of gender, cultural and geographic diversity and empowerment.
- Strong interpersonal skills, and ability to build relationships with a broad range of actors.
- Proficiency in the use of MS Excel and database systems.
- Desirable: Experience in designing Monitoring, Evaluation, and Learning (MEL) frameworks including logframes, indicators and data collection plans as part of the proposal development and reporting process.
- Fluency in English. Strong competencies in at least one other main global language (e.g. French, Spanish, Portuguese, Arabic).

### Experience

- A minimum of 5 years of relevant professional experience.
- Previous experience in EU development cooperation grant management a must (minimum 2 years, on a medium to large grant size, longer experience strongly encouraged, experience in providing training on EU grant proposals and management a plus).
- Experience working as a finance manager or project manager with strong project cycle management and financial oversight required.
- Excellent financial and analytical skills.
- International experience, in development cooperation or philanthropy, preferably in partner countries in the field, and working with international partners.
- Experience working in a virtual team.
- Master's degree in a related area, such as Business Administration, Financial Management, Grants Management, Project Management, Evaluation, or equivalent.

### How to Apply

Please submit a cover letter, CV, and compensation expectations (in USD) to be considered. The successful candidate will be responsible for their own tax obligations and compensated by an all-inclusive monthly consultation fee. Applications should be sent to Rafaela Sanches at [rsanches@wingsweb.org](mailto:rsanches@wingsweb.org) by **November 26, 2022**. Consideration will begin as soon as applications are received, and the position will remain open until filled. Applicants are encouraged to apply before the deadline. Preferred starting date: December 2022.