



Description

ORGANIZATION OVERVIEW

This is a full time position at the Enterprise Development Group (EDG), a Virginia based nonprofit that promotes opportunities for self-sufficiency and development to low-to moderate-income people through sustainable economic and community development initiatives. EDG accomplishes its mission through the provision of individual micro-loans, ranging from \$500 to \$50,000, business training, and pre-loan and post-loan technical assistance, that promote the growth of micro-enterprises owned by low- to moderate-income entrepreneurs.

POSITION OVERVIEW

Job Title: Resource Development and Donor Engagement Manager, Arlington, VA

Purpose of the position

ECDC Enterprise Development Group seeks to grow its ability to reach low to moderate income refugees, immigrants and distressed individuals through small business support and increased funding from institutional grants, Government, multilateral, banks, major foundations, corporates and diversified income generating activities and events. The Resource Development and Donor Engagement Manager supports the Managing Director to achieve ECDC Enterprise Development Group funding targets and related objectives set in the 3-5 years strategic, resource mobilization and annual grants and diversified funding acquisition business plan, coordinating proposal development for medium and large sized projects and government or institutional donors with complex requirements. The Resource Development and Donor Engagement Manager assists the Managing Director in coordinating team and leading in support of business process development and improvement as well as serving as a key liaison between grant and funding acquisition and management functions.

The position will be responsible to proactively identify grant and diversified income generating opportunities, maintaining a detailed knowledge of national, state and county level donor environment and funding mechanisms, and keep abreast of changes in the funding landscape. The Resource Development and Donor Engagement Manager will support or lead in developing quality concept notes and proposals for a variety of donors which meet refugees, immigrants and distressed individuals, small business and economic development needs and align to ECDC Enterprise Development Group strategic priorities, making sure all aspects of the proposal align with high technical standards and donor requirements.

The position supported by the Managing Director will be responsible for taking initiative leading to building the capacity of resource development unit to manage donor relations and acquire grants through the provision of capacity building and mentoring support on donor relations, pre-positioning and grants acquisition strategies.

The Resource Development and Donor Engagement Manager will assist the Managing Director representing in various donor and coordination forums when necessary, providing programmatic information as required. The position will also establish relationships with new donors and actively seek out strategic alliances with donors, intermediate lenders, banks, networks, UN, Foundations, Government at all levels, bilateral and multilateral agencies for purposes of coordination, marketing and fundraising. The position will draft documents which aim to inform internal and external stakeholders concerning ECDC Enterprise Development Group on-going and future programming activities.

Major Responsibilities:

Grant and Fund Acquisition

- Lead and serve as proposal manager for development of high quality proposals and concepts for government and institutional donors in line with EDG strategy and capacities in development by working closely with Loan Officers, Managers, Technical Specialists and Finance team.
- Incorporate best practices from active projects into proposals and program designs
- Conduct post-proposal reviews and share key lessons with relevant EDG stakeholders
- Pursue diversified income generating opportunities

Donor and Partner Engagement and Positioning

- Monitor the donor landscape, maintaining a detailed knowledge of donor environment and funding mechanisms, and keep abreast of changes in the funding landscape. Maintain an up-to-date record of the requirements of current and potential regional donors, be proactive in the identification of emerging donor opportunities ensuring effective competitor analysis and Due Diligence processes are conducted.
- Support the development of engagement strategies which include the identification of key donors and appropriate partners; working pro-actively with Loan/Program and Finance Team and Management to support the implementation of these; building and maintaining strong donor and partner relations.
- Organize pre-positioning meetings with priority/new donors and partners and develop capacity statements to be utilized during prepositioning meetings with donors
- Ensure that EDG is well-represented in key donor and technical coordination network meetings and for a
- Lead in development of high quality capacity statements and other promotional materials to be used for pre-positioning

Grant Operations and Business Process Improvement Support

- Lead in development and improvement of business processes, templates, RACI, to improve grant acquisition and management performance

- Lead in coordinating team reporting
- Lead monthly grant management reviews and incorporate learnings into team operations
- Coordinate project handover/startup for awarded grants
- Make regular visits to monitor grant performance and implementation, using the opportunity to meet donors/local partners as appropriate to promote accountability and transparency of projects in implementation.

Staff Capacity Building

- Provide leadership to EDG team members and help develop them through mentoring and rigorous performance management
- Identify staff capacity gaps in grants acquisition, management, diversified income generation and other factors leading to poor proposal designs, poor win rates and grants implementation and work with Managing Director and Senior Management Team to develop plans to address them.

General

While this job description is intended to be an accurate reflection of the duties involved in this position, ECDC EDG reserves the right to add, remove or alter duties when necessary.

Qualifications: Education/Knowledge/Technical Skills and Experience

- Education level: A Masters' degree or significant equivalent experience in a relevant discipline (International Development)
- Experience: Minimum 2 years' experience working in grants, working closely with diversified funding, including proposals to donors.
- Experience in donor relations and ability to manage donor expectations; Proven track record of successful grant acquisition and income generation.
- Excellent writing skills: Able to draft project reports, concept notes and proposal documentation in clear and concise English, and under tight deadlines.
- Proactive, inquisitive and tenacious in identifying and pursuing new grant funding opportunities
- Confident communicator and able to engage at a strategic level with various donors and other relevant stakeholders
- Excellent ability to work cross-organizationally with multiple stakeholders in realization of shared goals
- Strong interpersonal skills to work in a cross-cultural environment with a multi-national staff; Solid negotiating and networking skills and proven team player.
- Good project management skills, able to work on multiple tasks and prioritize these to meet deadlines; Good budgeting and financial management skills, able to understand link between finance and operations
- Thorough working knowledge of programme/project cycle management

Working Environment/Conditions

Reports to Managing Director

ECDC EDG offers Competitive Salary and Benefit Packages.

ECDC EDG is an Equal Opportunity Employer.

Send cover letter, along with resume, three professional references, salary requirements and writing samples via fax at 1-703-685-4200, email at edg-hr@ecdcus.org, cc fabebe@ecdcus.org