

	<b>Job Title</b>	Programme Funding Manager	<b>Level</b>	4
	<b>Contract Type</b>	Temporary, full time	<b>Hours</b>	40 per week
	<b>Country / Area / Team</b>	Rwanda/Fundraising/County Programme Support - Cover	<b>Days</b>	5 per week
	<b>Salary range</b>	Dependent on experience		
	<b>Key Contacts</b>	Send a Cow Rwanda Country Programme Staff; National and regional donor representatives. Send a Cow Group Head of Programmes, Head of Programme Fundraising, UK Fundraising teams		
	<b>Reporting to</b>	Country Director		
	<b>Duration</b>	4 months		
	<b>Line Management Responsibility</b>	None		

## Job Description

---

### 1. Purpose of job

**To maintain and build programme fundraising for Send a Cow Rwanda (SACR) Country Programmes from in-country, UK, European and USA institutions, trusts and foundations.**

### 2. Background

Send a Cow (SAC) is an international non-government organisation (INGO) delivering impactful projects in 6 countries in Africa using an integrated approach that includes Gender & Social inclusion, farm systems and business enterprise. Send a Cow Rwanda (SACR) has 18 years' experience of delivering successful agricultural development projects and its work is highly regarded in the country. SAC's strategy is to grow Rwanda country programme in order to reach many more people. Over the last 5 years, Programme Funding has grown to become 45% of total SAC income with grants from UK, USA, European and in-country institutions. Programme Funding will continue to be a major area of growth for SAC and the Temporary Rwanda Programme Funding Manager will have a role in identifying and responding to funding opportunities in-country to contribute to further growth.

### 3. Job Role

Reporting to the Rwanda Country Director, the position will be based in Kigali, but will include some travels to the field to collect and compile case studies for donor reporting where needed. The temporary Programme Funding Manager will also be participating in the International Programme Funding Team meetings, working closely with other in-country and UK based programme fundraisers. He/she will also be participating in the Senior Management Team meetings for Send a Cow Rwanda where needed. The role will be mainly to develop/ prepare fundraising proposals to increase funding from institutions, trusts and foundations for SACR projects. He/she is also expected to be carrying out prospect research and preparing quality proposals that include narrative, logical frameworks and budgets. The Temporary Programme Funding Manager will also be responsible for effective reporting and contract management in compliance with current grants requirements, and this with support from the UK-based Programme Team. Fluency in written and spoken English is a requirement and French language skills are desirable.

Duties include the following:

1. Carry out prospect research into potential donors and partners to identify new funding opportunities and call for proposals for SAC Rwanda;
2. Develop funding proposals responding to new live calls, and these including logical frameworks, Gantt activity charts, clearly written narrative proposals and detailed budgets in collaboration with SAC Rwanda Programme team, with support from SAC Programmes, Finance and Programme Funding staff.
3. Input to project design activities to ensure they align with donor funding criteria and guidelines. Participate alongside other programme team in project field visits as appropriate.
4. Manage ongoing and new grant contracts, and ensure proper reporting fulfilling donor requirements in a timely manner, including preparation of narrative and financial reports and responding to donor queries as appropriate.
5. Maintaining up to date files and records of all SAC Rwanda programme funding activities, including updating the SAC Salesforce database regularly with organisations, contacts, proposals made, donor responses, contracts and reports, among others.
6. Maintain good communication with Country Director and other staff team. Participate in the Rwanda Country Integrated Group (CIG) and Project Integrated Team (PIT) meetings, and the Programme Funding teleconferences.
7. Participate in the Senior Management Team (SMT) meetings where needed and contribute to strategic discussions of country programmes.
8. Any other tasks assigned by the line manager.

### Person Specification

Experience and Knowledge	Essential	Desirable
	<p>Masters in Economics, Development studies, Project Management or any related field. Experience of working in Sub-Saharan Africa.</p> <p>Significant experience of programme fundraising from institutional donors, including:</p> <ul style="list-style-type: none"> <li>• Managing large donor funding contracts.</li> <li>• Developing funding proposals for grant-making organisations.</li> <li>• Preparing detailed donor budgets from project plans and reporting against them.</li> <li>• Networking with donors and partners.</li> </ul> <p>Able to use IS systems including Microsoft Excel, Word and Outlook.</p> <p>Experience in use of database systems for logging and reporting.</p>	<p>Degree</p> <p>Experience of working in Rwanda and/or the region.</p> <p>Experience and knowledge of project fundraising in a Sub-Saharan Africa context.</p> <p>Experience in the development and use of Theory of Change (ToC) and logical frameworks for project planning.</p> <p>Experience in the use of SharePoint for document storage and Salesforce for donor relationship management</p>

	Ability to synthesise complicated data into readable documents that appeal to a wide range of audiences	Ability to put together and present a persuasive presentation to a donor.
<b>Skills and abilities</b>	<p><b>Essential</b></p> <p>Excellent communication skills in English– both written and verbal.</p> <p>Strong interpersonal skills and the ability to work co-operatively in a team.</p> <p>Ability to work to meet tight deadlines.</p> <p>Highly organised and able to prioritise a busy and diverse workload.</p> <p>Good IT skills.</p> <p>Ability to research, collate and summarise information from a wide range of sources.</p> <p>Attention to detail and ability to follow guidelines.</p>	<p><b>Desirable</b></p> <p>Fluency in French, Kinyarwanda and/or Swahili</p> <p>Ability to think creatively and laterally.</p>
<b>Personal Qualities</b>	<p><b>Essential</b></p> <p>Able to demonstrate understanding of rural development and present Send a Cow’s work with authority.</p> <p>Self-confident and able to take initiative; Responsible and accountable</p> <p>Good time management skills and able to prioritise</p> <p>Systematic and well organised, yet flexible and adaptable</p> <p>Willing to travel to field where projects</p> <p>Interest in international development and empathy with Send a Cow’s work and Christian values.</p>	

**Further information for this position**

<b>Who will be my Line Manager</b>	Send a Cow Rwanda Country Director
<b>What team will I be part of?</b>	Send a Cow Rwanda, as well as being a member of the International Programme Funding team
<b>When will the interview take place?</b>	7 – 8 July 2021

<b>If I get the job what will I get paid</b>	Dependent on experience
<b>When might I start?</b>	As soon as possible
<b>Are there any other thing it would be good for me to know?</b>	<p>Send a Cow is a Christian organisation which means sometimes there are prayers in meetings and references to God – would you be comfortable with that?</p> <p>Candidates will be expected to comply with Send a Cow's Child Protection and Vulnerable Adults Policy.</p>