Misean Cara is seeking a Project Funding Manager

Founded in 2004, Misean Cara is a faith-based development organisation of 89 Member Organisations who are committed to working with and for some of the most marginalised and vulnerable communities in the world. Our members live within marginalised communities and work in the areas of education, health, sustainable livelihoods, and human rights. Our members deliver high quality project results and have a deep-rooted presence in over 50 countries. With funding of €15.5 million in 2019 from Irish Aid, Misean Cara is seeking to develop a diverse range of other sustainable funding streams so we may continue to work in ways that transform lives while respecting the integrity of local cultures. Our current five-year Strategy 2017-2021 sets out five key goals:

1. To uphold the right to quality education
2. To uphold the right to better health, clean water and sanitation
3. To uphold the right to sustainable livelihoods
4. To uphold and advocate for human rights
5. To enhance and promote the missionary approach to development.

POSITION SUMMARY: PROJECT FUNDING MANAGER
The Project Funding Manager oversees the strategic and effective management of Misean Cara’s funding to Member Organisations under the direction of the CEO and the Board of Directors.

The post holder will be an experienced grants/funds manager with senior leadership experience. He/she will develop effective working relationships with donors, Misean Cara managers, teams, Board Members, and our Member Organisations.

Leading the Funding Team, you will be responsible for leading on Misean Cara’s funding support to missionary development projects.

The Funding Team consists of a Senior Project Officer and four Project Officers covering the areas of Education, Heath, Livelihoods, Human Rights and Capacity Development.

REPORTING TO: CEO
AREAS OF RESPONSIBILITY range from project funding, management, donor engagement and communications, advocacy, promoting Misean Cara and networking.

Project Funding:
Lead on grant making to our members and manage funding received through our strategic partnership with Irish Aid.

- Maintain strong relationships with Misean Cara’s Member Organisations and stakeholders within the development community.
- Lead on effective monitoring to ensure that all grants perform well. Provide considered feedback, advice and guidance to our Member Organisations.
- Design, implement and periodically review, effective funding schemes (together with supporting policies, documentation, contracts, and Key Performance Indicators) that contribute to the achievement of Misean Cara’s strategic goals.
- Use and maintain grant-related data in the IT grant management system (MissionLinks) and work with others to evolve and improve our systems and processes.
- Manage the full project and grant management cycle from concept to final reporting.
- Lead on the appraisal, assessment, selection and contracting of funding applications ensuring they comply with Misean Cara policies, guidelines, standards and systems.
- Preparation of funding information for Project Assessment Committee (PAC) and attendance at PAC meetings.
- Oversee and quality assure the evaluation of proposals by the Funding Team and support the Programme Oversight Committee (POC) in finalising funding recommendations to the Misean Cara Board of Directors.
- Lead on regular and ad hoc reporting by analysing trends and identifying opportunities and risks.
- Oversee project contracting, ensuring contracts are concluded and fulfilled in line with funding approvals.
- Authorise the disbursement of funds to approved projects in line with contractual obligations.
- Work with colleagues in Learning and Development and Finance teams to develop appropriate monitoring, research, evaluation and audit plans.
- Proactively manage the funding budget and ensure the programme remains on track.
- Implement robust systems and procedures - including business planning, risk management, budgetary and staff supervision processes - to ensure the organisation’s resources are managed effectively in pursuit of priority outcomes.
- Review and monitor project activity reports ensuring they comply with Misean Cara standards, systems and performance indicators.
- Monitor impact and value for money.
- Constantly seek to determine how project funding and development could be improved.

Management:
This post is a member of the Senior Management Team providing leadership and management of the Funding Team (4-5 direct reports).

- Actively participate in the leadership of the organisation, collaborating with senior managers and the CEO to deliver strategic planning, implementation and change management.
- Develop and implement the annual workplan of the Funding team ensuring efficiency, effectiveness and suitable resources are in place to deliver on plans.
• Inspire, motivate and develop the Funding Team.
• Set objectives with direct reports, providing regular appraisal, support and supervision and staff development.
• Lead on recruitment, induction and training of new staff within the Funding Team.
• Participate as an effective member of the wider staff, providing leadership and contribution at staff meetings, trainings, member meetings, AGM, etc.
• Support the CEO in discharging the organisation’s accountability to the Board of Directors, Irish Aid and the membership.
• Prepare monthly accounts regarding funding-related budget lines for submission to the Financial Controller.
• Provide Key Performance Indicators and analysis for the CEO Report and Directors’ Report for submission to the Board of Directors.
• Responsible for recruiting and contracting external consultants to support project appraisal.

**Donor Engagement and Communications:**
Work with colleagues in Donor Engagement and Communications to grow and diversify Misean Cara’s income. Identify and champion stories of success and key learning points from within your portfolios, working cross-organisationally to share learning and inform external communications.
• Support the donor engagement team to develop fundraising campaigns aligned to our project themes and member needs.
• Provide timely input to funding applications on project proposals, theory of change, member capacity and MEL as required.
• Provide quality impactful stories of change from projects funded to Misean Cara’s Communications and Marketing Officer for external communications and fundraising campaigns.

**Advocacy:**
Lead the refresh and implementation of Misean Cara’s advocacy strategy in support of the Misean Cara Strategy 2017-2021.
• Ensure the advocacy strategy supports and amplifies the advocacy messages of members.
• Ensure the advocacy strategy is grounded in Misean Cara project themes and the realities of the communities our members serve.
• Translate the advocacy strategy into annual workplans.
• Allocate sufficient human and financial resources to achieve annual workplans and objectives of the strategy.
• Provide regular reports to the CEO on advocacy Key Performance Indicators (KPIs).

**Promoting Misean Cara and Networking:**
Maintain and develop strong relationships with external stakeholders.
• Develop strong working relations with donors in conjunction with the Donor Engagement Manager and CEO.
• Represent Misean Cara in external fora, meetings, seminars and conferences as required.

Some travel required approximately 3 times a year.

Any other duties as required by the CEO.
KEY COMPETENCIES:
- Strong relationship management skills across a range of stakeholders.
- Strong organisational skills, effectively prioritising and managing workload.
- Strong communication skills, both oral and written, across a range of audiences.
- Strong monitoring, evaluation and learning skills.
- Innovative and proactive team player who remains solutions focused.

SKILLS AND EXPERIENCE:
- Understanding of international development essential, Masters level or equivalent in a relevant subject.
- Overseas experience in international development or missionary sectors.
- At least 5-8 years’ experience in management within the non-profit sector.
- Experience of leading, managing and developing diverse teams.
- Understanding of the missionary approach to development.
- Familiarity with a variety of project development and grant management tools including theory of change, MEL plans, budgets and risk management.
- Experience of grant making and grant management.
- Experience of partnership working.
- Experience of strategic planning.
- Financial acumen.

MISEAN CARA:
- Commitment to the values, ethos, goals, and work of Misean Cara.
- An affinity with missionary development work and their partners.
- Always uphold and strengthen the strong reputation of Misean Cara and ensure integrity, credibility and transparency in all activities.

TERMS AND BENEFITS:
- The post is offered on a three-year Fixed Term Contract basis
- Salary will be commensurate with experience
- 42-hour week (37 hours net); Monday to Thursday, 09:00 to 17:30 and Friday 09:00 to 17:00
- 9 months’ probation
- Pension entitlement after probation
- Life assurance
- 24 days annual leave + 1 mental health day entitlement
- Training will be provided on Misean Cara’s bespoke IT Project Management System (MissionLinks)
- Supportive team environment
- Full reference checks, safeguarding, and medical apply. Garda vetting may apply.

TO APPLY:
Please send a cover letter (max one page) outlining how your motivation, experience and skills fit the role and an up to date CV to jobs@miseancara.ie Please insert “Project Funding Manager” in the subject line. Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Applicants must be legally entitled to work in Ireland at the time of application.

Closing date: 21st July 2020 close of business.  Interview date: 30th July 2020 (TBC).