

## **FUNDING MANAGER**

<b>Location</b>	<b>Home-Based with travels to Ukraine</b>
<b>Department</b>	<b>Ukraine Crisis Response Across 3 countries</b>
<b>Reports to (Line Manager)</b>	<b>Deputy Country Director</b>
<b>Contract Type</b>	<b>12 months</b>

### **About HelpAge**

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HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

### **About the Portfolio / Department**

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HelpAge has been present in Ukraine since 2014, responding to the ongoing conflict in Donetsk and Luhansk (eastern Ukraine), providing support to protect older people from violence, abuse, and neglect and help to reduce psychosocial distress. In March 2022, HelpAge expanded its work in Ukraine, opening new

offices in Dnipro, Liviv, Kharkhiv, Zaporozia, and Chernivsti, and launched refugee response programmes in Moldova and Poland. We currently have a workforce of +600 people including staff and volunteers/contractors.

HelpAge's overall objective for this crisis is to ensure that older people (especially refugees and IDPs) including older people with disabilities, are protected, feel safe and have access to humanitarian assistance, social care and health assistance; and that our response promotes and actively supports, social integration, reduced isolation, improved autonomy, and independence, of most at risk older people with and without disabilities.

## **Key areas for impact/influence and responsibilities**

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### **Funding Strategy Development and Implementation**

- Work closely with CD and DCD for development and implementation of a high-quality Fundraising Strategy and Donor Engagement Plans, linked to 2022-2024 priorities.
- Support, drive and accelerate sustainable pipeline and portfolio growth covering humanitarian, transition, and development programmes working in alignment with the global funding strategy

### **New Business Development**

- Work closely with HelpAge International supporter members and the global Business Development team on identify and secure strategic funding opportunities
- Develop and maintain systems to track positioning and donor engagement strategies
- Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral and other institutional donors.
- Track up-coming funding opportunities, donor engagement and proposal development process. Provide regular updates to the Response Lead on the status of the funding portfolio and key trends to monitor.
- Participate in key donor meetings, initiate donor contacts, when necessary, to foster long-term collaboration and engagement.

### **Proposal Development & Reporting**

- Coordinate all proposal development including being the lead writer on the development of high-value or complex proposals or bids, building on global, regional and national expertise, and ensuring the highest quality product.
- With input and support from the MEAL Manager and Country Humanitarian Programme Managers seek out and facilitate technical advice from regional, country and global technical team members to ensure that programmes benefit from HAI global expertise, while remaining relevant to the local context. Facilitate engagement of consultants on proposals when needed.
- Produce proposal development schedules and track timelines.
- With support from the CDs and DCDs ensure interdepartmental coordination for proposals development.

- Quality review technical aspects of the narratives and log frames and ensure complementarity with budgets and other deliverables. Working closely with the Humanitarian Finance Manager, donor accountant and MEAL team members.
- Ensure full internal and member review and sign off as per the proposal development process.
- Ensure that all internal system process related to the fundraising cycles are managed and maintained in real time
- Ensure the timely submission of quality donor reporting, as per agreed donor schedules.

## **Skills and experience required**

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- At least 5 years' of relevant experience in donor relations and grants management (e.g. with institutional humanitarian and development donors).
- Proven skills and experience in proposal development, report writing and working with multiple donors.
- Good understanding of various donor rules and regulations as well as NGO operations and the dynamics of the humanitarian sector.
- Willingness to travel to area offices and work in difficult environment according to requirements
- Hold self-accountable for making decisions, manages resources efficiently, hold the team accountable to deliver on their responsibility.
- Good communication, interpersonal, organisational and team working skills.
- Good relationship management skills, with ability to represent HelpAge International with external organisations and individuals
- Excellent written and oral communication skills in English
- Computer proficient particularly in Microsoft Windows Word and Excel.
- Ability to meet deadlines and work under pressure with limited supervision;
- Experience in staff capacity building
- Good cultural awareness and sensitivity

### **Preferable**

- Fluent spoken and written Ukrainian or Russian
- Previous experience of working in Eastern Europe and/or Ukraine
- Previous experience of working with older people

## **Key Behavioural Competencies**

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At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

<b>Competencies</b>	<b>Description</b>
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

## **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.