

## PROGRAM DESIGN/GRANT DEVELOPMENT MANAGER JOB DESCRIPTION

Key Position Information	
<b>Job title</b>	Program Design/Grant Development Manager
<b>Reports to</b>	Deputy Director – International Programs
<b>Location</b>	North Sydney, Australia
<b>Salary package</b>	TBD (salary packaging available)
<b>Hours</b>	Full Time (3 days work from home, 2 days from office)
<b>Duration</b>	Permanent
<b>Review</b>	Subject to performance review against agreed indicators
<b>Purpose</b>	<p>The purpose of the Program Design/Grant Development Manager's role is to lead AOP's program design processes, including developing networks and positioning AOP for funding opportunities, researching innovative and best practice social change methodologies, developing compelling funding applications, and supporting our partners to build their own program design capabilities.</p> <p>The Program Design/Grant Development Manager will support technical teams in identifying, prioritizing, and pursuing business development opportunities.</p> <p>This position is a key part of AOP's Program Effectiveness Team.</p>
<b>Dimensions</b>	This position will support AOP's business development efforts with multiple donors, including institutional donors, other governments, foundations, and the private sector.
<b>Team</b>	This position is part of the Program Effectiveness team, which is part of the Operations department, and works collaboratively with other departments within AOP, as required.
<b>Key Selection Criteria:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Values-driven approach to life and work;</li> <li>• Minimum of Bachelor's degree in a relevant field;</li> <li>• Demonstrated success in developing technical grant/proposal applications for institutional international development donors;</li> <li>• Ability to synthesise technical information, theory, and experience to create engaging and compelling program designs;</li> <li>• Ability to build strong, logical, theories of change, but without being restricted to the traditional design methodologies or project-based approaches;</li> <li>• Knowledgeable about competitive proposal processes and the roles of a various stakeholders in those processes;</li> <li>• Highly developed intuition for cross-cultural communication and leadership;</li> </ul>

	<ul style="list-style-type: none"> <li>Highly creative, yet detail-oriented, flexible, and able to handle multiple concurrent tasks within strict deadlines.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>International experience working in community development</li> <li>Able to travel as may be required;</li> <li>Familiarity with graphic design and polished presentation of documents.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>Values led with a strong sense of purpose</li> <li>Excellent written communication</li> <li>Excited about increasing impact and growing the organization</li> <li>A lifelong learner</li> <li>Able to work both independently and as part of a team.</li> <li>Excellent interpersonal skills within a multi-cultural environment,</li> <li>Flexibility to adjust plans based on new information and apply critical thinking to address competing priorities in a fluid environment.</li> <li>Ability to lead teams through a program design process</li> <li>Results oriented</li> <li>Quick learner willing to go the extra mile to achieve success</li> </ul>
<b>Policy &amp; Conduct</b>	<p>All employees of Action on Poverty make a personal commitment to the organisation's mission and values, and indicate this by signing Action on Poverty's Staff Code of Conduct. It is expected that personal and professional conduct will be consistent with all expectations set out in Action on Poverty's policies and Employee Manual. AOP is an:</p> <ul style="list-style-type: none"> <li>An equal opportunity employer</li> <li>A child-safe organisation; and,</li> <li>All successful candidates are subject to reference checks, a police check, and a working with children check.</li> </ul>

<b>About Action on Poverty</b>	
<b>About us</b>	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local civil society groups in developing countries to better meet their own aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management.</p> <p><b>AOP's Strategic Plan for 2021-24 outlines three strategic objectives:</b></p>

	<p><i>1. Inspire</i></p> <p><i>AOP is present and active in the sector as a thought leader on international poverty-related issues, building networks and reputation that inspires new and existing changemakers to take action on poverty.</i></p> <p><i>2. Quality, Effective Programs</i></p> <p><i>Programs are evidence-based, to achieve measurable impact on reducing poverty. Programs are delivered through mutually beneficial partnerships that encourage good practice, shared learning, and experimentation.</i></p> <p><i>3. Sustain</i></p> <p><i>AOP invests in its people, systems, governance, and risk management to ensure sustainability and continue to deliver its mission long-term.</i></p>
<b>Our vision</b>	For all people to transcend the injustice, indignity and inequality of entrenched poverty.
<b>Our mission</b>	Empowering changemakers to break the cycle of poverty.

<b>Key Result Area</b>	<b>Key Accountabilities</b>
<b>Pre-Positioning</b>	<ul style="list-style-type: none"> <li>• Identify funding and partnership opportunities through research, competitive landscape analysis and other engagement methods;</li> <li>• Develop a clear understanding of the current project portfolio, staff, and partner capabilities;</li> <li>• Maintain a robust and continuously updated pipeline of grant opportunities and reporting calendars to meet all deadlines;</li> <li>• Collaborate closely with the Senior Leadership team and program staff to proactively strengthen proposal writing resources, particularly technical content, country and thematic capability statements, and project past performance references;</li> <li>• Manage pre-solicitation proposal preparations and bid planning, and participate in pre-design meetings;</li> <li>• Conduct research and analysis to draft a high-quality proposal and support the program team to collect relevant country/partners' and technical area information that informs design.</li> </ul>
<b>Proposal Writing/Program Development</b>	<ul style="list-style-type: none"> <li>• Evaluate business development forecasts and support technical leads (Economic Growth, Climate Change, WASH, Energy, Governance), make go/no-go recommendations, lead pre-positioning efforts, and ensure compliance on all proposal submissions for the practice area;</li> <li>• Lead proposal development efforts to ensure quality and timely submissions;</li> <li>• Participate in proposal strategy, design, writing, and review sessions throughout the proposal process;</li> <li>• Support the proposal process, by managing and or leading specific proposal tasks; research, write assigned sections, budget checks and initial budget conversations, contribute to proposal strategy and design and lead/co-lead review meetings;</li> </ul>

	<ul style="list-style-type: none"> <li>• Design and write technical narratives, concepts, expressions of interest, and other documents in support of proposal submissions;</li> <li>• Write, edit, and proofread proposals sections and supporting annexes, including the technical approach, expressions of interest, situational analysis, background, AOP and partners capabilities, staffing, management, past performance, and others;</li> <li>• Conceptualize graphics, tables, and text boxes in order to emphasize strengths of the design and content within the documents;</li> <li>• Manage proposal review process and check for budget alignment, responsiveness and compliance with donor guidelines;</li> <li>• Provide constructive and actionable feedback on proposal sections and drafts, and foster increased proposal writing capabilities;</li> <li>• Manages and/or participates in proposal reviews and recommends and executes changes as needed;</li> <li>• Ensure timeliness and compliance of technical and cost proposals (submissions) by managing proposal calendars, compliance checklists, trackers, etc.;</li> <li>• Oversee completion of all proposal components working in collaboration with the proposal team.</li> </ul>
<b>Post Submission</b>	<ul style="list-style-type: none"> <li>• Maintain and update all business development files on SharePoint with necessary information to support overall knowledge management and proposal files;</li> <li>• Update data contained in business development systems, development and management of templates and tools, and implementing the business development response processes;</li> <li>• For oral presentations, and co-creation activities, draft materials for the team engaging with the donor to include presentation scripts, portions of slide decks, and succinct responses to donor questions and feedback;</li> <li>• Review and analyze solicitation requirements and relevant donor feedback to ensure final versions meet or exceed donor requirements;</li> <li>• Contribute to collecting and sharing proposal process lessons learned after the submission;</li> <li>• Coordinate program design hand over to program manager(s).</li> </ul>
<b>External Engagement and Networking</b>	<ul style="list-style-type: none"> <li>• Develop and cultivate relationships with technical specialists, subject matter experts, and professional writers to contribute to technical solution designs, reviews, and analysis of proposals and business development strategy;</li> <li>• Support the cultivation and strengthening of institutional relationships with donors, partner organizations, and other collaborators.</li> </ul>
<b>WHSW and Compliance</b>	<ul style="list-style-type: none"> <li>• Be pro-active in caring for the health and safety of all people within our work environment;</li> <li>• Demonstrate initiative in implementing actions that facilitate the continuous improvement of workplace health, safety and wellbeing within AOP;</li> <li>• Ensure that you operate in line with all AOP policies and procedures.</li> </ul>