### Job Description

**Job Title:** Programme Development & Funding Lead  

<table>
<thead>
<tr>
<th>Department:</th>
<th>Fundraising and Communications</th>
<th>Unit/Team:</th>
<th>Partnership Funding Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade and Salary:</td>
<td>TBD</td>
<td>Contract Type:</td>
<td>3 years fixed term</td>
</tr>
<tr>
<td>Location:</td>
<td>UK or Kenya</td>
<td>Budget Holder:</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Head of Partnerships &amp; Business Development</td>
<td>Direct Reports:</td>
<td>None</td>
</tr>
<tr>
<td>Matrix Reports:</td>
<td>None</td>
<td>Operational Remit:</td>
<td>Global ☐ Regional ☐ Country Specific ☐</td>
</tr>
<tr>
<td>DBS (CRB) / Police Check:</td>
<td>Yes ☐ No ☐</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Job Role**

The Programme Development & Funding Lead will play a key role in aligning programme priorities so that they deliver impact and attract and enable resource mobilisation from a varied range of donors.

The role holder will work closely with programmes and fundraising to develop innovative programmes and projects that align to strategic goals and deliver clear outcomes for beneficiaries. Programmes and projects should appeal to national government funding bodies, trusts and foundations, corporate donors and voluntary funding streams.

The role holder will be responsible for:

- Contribution to the design of the strategic framework for programmes across the organisation in order to ensure a clear theory of change and alignment across the core areas of conservation and community development
- Influence and support development of thematic programmes aligned to organisational objectives and global goals, remaining agile to global trends impacting our work
- Strategic influence and technical support to the development and implementation of a MEL Framework and assuring the quality of implementation
- Review of current projects being implemented and advise on adaption of current programming strategies
- Support the technical programme teams to write compelling concept notes enabling the fundraising team to seek funding opportunities
- Support opportunity identification, coordination and development of proposals/applications working closely with the fundraising team and programmes team(s)
- Working closely with the grants and compliance team to monitor and oversee all projects and related risks, capture lessons learned for future programming and proposal development

### Areas of Responsibilities

<table>
<thead>
<tr>
<th>Key Activities</th>
</tr>
</thead>
</table>

1. **Strategic**

- Contribute and influence leadership team on programme priorities based on external trends
- Contribute to develop a team culture that values collaboration, diversity, inclusion, openness and honesty within the department and cross functionally
Supporting programme teams to develop thematic programmes aligned to global goals and guidance on adaptation of current programming strategies

- Engage at an operational and strategic level to influence Ol Pejeta’s business model and the way we deliver our programmes so as to better align with global goals to support fundraising efforts
- Contribute to the development of strategic priorities, global goals the organization would be best aligned to commit to work towards, development of mechanisms for monitoring and reporting progress against these
- Review current programming strategies, advise and influence change and adaption as required to enable greater resource mobilisation
- Work closely with programmes to support development, monitoring and reporting for impact indicators
- Development and implementation of learning strategies - extract lessons from projects and disseminate appropriately
- Keep pace with international development in order to influence internal strategic focus and priorities to changes in the external environment and global sentiments

Support resource mobilisation and donor accountability, ensuring new applications and donor funding is well designed in line with organization’s programmatic priorities and that funding is effectively delivered

- Develop a project design framework to guide process and ways of working for effective and efficient coordination and development of applications/ proposals and embed it.
- Develop new programme concepts and budgets and support business development/ donor managers in the partnership team to produce well-written, high quality applications and proposals
- Support business development/donor managers to identify funding opportunities
- Support programme colleagues to initiate new donor engagements and sustain relationships with current donors
- Support the voluntary funding team as and when needed to ensure programmatic and need alignment to donor funding for this stream of funding
- To coordinate development of funding applications; and, to advise and provide support on delivery of on-going contracts ensuring compliance with donors
- Working with the grants management team to create a formal meeting and communications framework ensuring all project owners are held to account
- Influencing programmes to set up and manage the PMO function to support effective project and portfolio management including appropriate reporting frameworks
- Develop and deliver tools, guidelines and training to support project design, strategic programme planning and proposal development

Ensure effective and timely availability of information about thematic and programme development to enable planning and development of strong and high quality applications/ proposals

- Develop and regularly update an evidence bank of information including lessons learned and risks that can be used as reference when designing new projects for funding
- Work with partners to keep up to date on new programme approaches and sector initiatives. Review and process to disseminate appropriate information to and share knowledge with colleagues
- Contribute to the development of a MEL framework for programmes
- Work closely with the programmes and fundraising teams to develop impact indicators
- Work closely with programmes teams to develop SMART objectives and indicators for applications/ proposals and support monitoring
## Job Description

- Writing compelling project concept notes enabling the fundraising team to seek funding opportunities

### Department and team contribution
- Provide inductions to staff across the organization regarding programme development, fundraising and effective management of donor funds
- Contribute to strategy development and refresh processes, as well as wider organisational initiatives
- Contribute to development and implementation of the fundraising and grant management database(s) and other core projects
- Driving efficient processes that enable cross-organisational working
- Build strong working relationships internally and externally

### Capacity Building and Knowledge Management
- Training and mentoring staff throughout the department(s) on topics relevant to align projects to donor requirements and international frameworks, fundraising and grant management
- Building cross-organisational capacity and understanding of Project Management principles and practices, such that PM excellence becomes the norm
- Keep pace with international developments and engage with other INGOs, organizations to keep abreast of opportunities, global trends and sentiments

### Education, Language & Qualifications
- Bachelors degree or similar qualification in international development, programmes development and fundraising, development studies and/or conservation
- Excellent verbal and written communication with fluency in English

### Essential Knowledge, skills and Experience
- Expert knowledge of project and programme management methodology, acquired either through a recognised qualification or through relevant work based experience
- Proven track record of supporting an assigned programme team, resolving critical gaps/issues to ensure programmes are planned, managed and delivered effectively
- Very good understanding of global goals for the conservation and development sectors
- Confidence in leading and developing communications with all appropriate stakeholders on technical/non-technical matters, issues and ideas
- Proactive, able to use initiative and progress continuous improvements as this business function continues to evolve.
- Experience of developing systems and processes to facilitate effective programme impact management
- Experience of developing and implementing business processes, new ways of working and general change management
- Proven ability to prepare proposals and budgets
- Excellent communication skills, both verbal and written, with a demonstrable ability to translate complicated technical programme detail into key messages for stakeholders operating at a variety of levels
- Presentation and facilitation skills
- Exceptional interpersonal and relationship building skills across different cultures
- Experience of developing and delivering training and capacity building, coaching and mentoring
- Strong problem solving and strategic thinking skills with experience of and an aptitude for strategic planning
- Ability to travel
### Job Description

#### Desirable Knowledge, skills and Experience

- Ability to work in a multicultural context/environment and demonstrate innovative practices
- Ability to develop options to resolve broad issues or to grasp opportunities, creating new concepts and approaches to address major challenges to move work forward and/or resolve risk
- Ability to work autonomously, to tight deadlines with excellent communication and analytical skills
- A natural ability to multi-task and problem solve, able to prioritise workload based on strategic and tactical business priorities; able to deliver results consistently on-time
- Interest in environmental and conservation issues
- Ability to use experience from different sectors to implement new ideas and ways of working
- Demonstrable experience of various funding streams; individual giving, major donor, trusts & foundations, corporates and institutional funding streams
- Knowledge of child scholarship and bursaries funding mechanisms
- Experience in funding streams across international markets
- Experience in setting up and supporting start-up operations
- Experience in identifying and delivering organisation operational efficiency and performance improvement initiatives

#### Competency Profile

<table>
<thead>
<tr>
<th>Leading Organisation</th>
<th>Desirable Knowledge, skills and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Perspective</strong></td>
<td>Demonstrate alignment of the Organisation’s strategic priorities and goals.</td>
</tr>
<tr>
<td><strong>Change Management</strong></td>
<td>Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.</td>
</tr>
<tr>
<td><strong>Decisiveness and Agility</strong></td>
<td>Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment</td>
</tr>
</tbody>
</table>

| Leading Teams | Attracts, motivates, and develops high performing teams. |
| Leading Others | Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture). |
| Communication | Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively. |
| Leading with Purpose and Credibility | Acts in accordance with stated values; has strong commitment to develop, promote and practice team culture values. |
| Innovation and Taking Initiative | Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities |