



GRANTS MANAGER

POSITION DESCRIPTION AND RESPONSIBILITIES

ABOUT CORPSAFRICA:

Founded in 2011, CorpsAfrica provides the opportunity for Africans to serve in their own countries, along the lines of the Peace Corps model. We train college-educated young Africans and send them to live for up to one year in rural, high-poverty communities to facilitate small-scale, high-impact projects that are identified by local people. CorpsAfrica aims to create a culture of public service in Africa by giving participants the opportunity to apply their education, skills and energy toward helping their fellow citizens overcome extreme poverty. We have steadily expanded operations from Morocco to Senegal, Malawi, Rwanda, Ghana, Kenya, Ethiopia and Uganda over the last decade. Having successfully proven the power and effectiveness of the model, CorpsAfrica has begun to receive significant funding from large donors. As we reach a point of significant inflection leading to future expansion, we seek to add motivated, capable, and highly effective staff to our team. For more information about CorpsAfrica, please visit our website: www.corpsafrica.org.

OVERVIEW OF THE POSITION:

Reporting to the Chief Development Officer and working closely with the Executive Director and other senior leaders, the Grants Manager will guide and help to implement an ambitious grants management plan. He/She will design and create a plan to identify, engage, cultivate, solicit and secure grants from foundations and other grants-making entities. He/She will also manage relationships and reporting for existing grants, collaborating with colleagues across CorpsAfrica to submit all necessary reports as required.

CLASSIFICATION: Full-time, exempt

SALARY AND BENEFITS: Salary is \$70,000 - \$90,000 commensurate with experience. CorpsAfrica offers a comprehensive benefits package including employer paid medical insurance, 401(k), and paid time off.

LOCATION: Based in Washington, DC, with a flexible telecommuting policy

REPORTS TO: Chief Development Officer

Specific responsibilities:

- Collaborate with senior management to design and implement CorpsAfrica's annual grants management plan and track progress towards the plan
- Create system to manage grants prospecting and grants reporting
- Conduct research to identify new funding sources and manage the foundation proposal pipeline; support other staff members including Philanthropy Officers located in our countries of service
- Coordinate between diverse teams to ensure grant requirements are met on time
- Train and support country offices in their opportunities
- Draft and edit grants proposals and reports for multiple funders
- Other responsibilities as assigned

Qualifications:

- Bachelor's degree (in Non-Profit Studies, Writing/English, African Studies, International Service, or other relevant field is required) and at least seven years' of relevant work experience is required
- Experience with foundation grants is necessary; knowledge of additional grants-making organizations (international NGOs, foreign and domestic government, etc.) is preferred
- Familiarity with Salesforce or equivalent CRM is preferred
- Fluency in English is required; fluency in French is a plus

- Demonstrated initiative and creativity; the ability to work independently and as a team
- Excellent written, oral, interpersonal, presentation, and creative problem-solving skills
- A strong commitment to the mission of CorpsAfrica is required, with a desire to support youth leadership, participatory community development, evaluation, transparency, and accountability.

TO APPLY:

Interested applicants should submit a cover letter that illustrates qualifications relevant to this role and a résumé as a single PDF (titled, “LastName_FirstName – Grants Manager application”) through the following link: [Grants Manager Application](#).

Applicants must be legally authorized to work full-time in the U.S. and should not require employment sponsorship. Only complete applications will be considered. **Deadline to apply is June 30, 2023.**

As an Equal Opportunity Employer, CorpsAfrica encourages applications from all individuals regardless of age, gender, race, ethnicity, sexual orientation, gender identity, marital status, physical ability or any other legally protected basis.