

## JOB DESCRIPTION

Role Headlines	
<b>Role Title and Department</b>	Grants and Business Development Coordinator
<b>Department</b>	Business Development
<b>Compensation</b>	Specialist Grade
<b>Location and Travel</b>	Kampala with 5% travel
<b>Reporting to</b>	Country Director
<b>Line Management Responsibility</b>	None
<b>Budget Holder Responsibility</b>	Business Development Budget
<p><b><u>WHO WE ARE</u></b></p> <p>PEAS is an international education not-for-profit with the mission to ‘expand access to sustainably delivered, quality secondary education across Africa’.</p> <p>Since 2008, PEAS has built and operated high quality low-cost not-for-profit secondary schools in close partnership with government in communities where there is urgent unmet demand for secondary education. We currently run 30 secondary schools in Uganda and 6 in Zambia serving over 19,000 students.</p> <p>After a number of rigorous external studies in recent years, we know that our school model works. In Uganda, PEAS students are from the poorest communities and have worse primary school exam results than average. However, once they enrol in a PEAS school they go on to make faster academic progress than their more privileged peers. Importantly, this is achieved at a lower cost per student than in other school types.</p>	
<p><b>Measuring impact</b></p> <p>As an organisation and individuals, we all have key performance indicators to keep us focussed on our overall objectives. We track these throughout the year and review them annually to make sure they align with what we want to achieve. The Grants and Business Development Coordinator’s impact will be measured against the following:</p> <ul style="list-style-type: none"> <li>• Grant reports submitted on time, with internal agreed deadlines met (or any unavoidable delays shared to relationship owner well in advance)</li> <li>• High quality of narrative and financial reporting delivered, with senior report reviewers and narrative contributors rating the review process as at least 3.5 out of 5 on “Good use of their time”</li> <li>• Key contributors to grants are aware of their responsibilities, the deliverables of the grant and provide their input to reports by pre-agreed deadlines</li> <li>• All Country Office staff of Specialist grade and above can articulate how their workplan corresponds to committed grant deliverables and are regularly informed of what activities and spending is due each quarter</li> <li>• Securing the annual new business income target for in-country funding to PEAS</li> </ul>	
<p><b>Roles and Responsibilities</b></p>	

N.B. Approx. 90% of the time will be committed to grants management and 10% to business development

### **Grant reporting**

- Lead on timely writing, reviewing and quality assuring narrative and financial reports, including developing templates, assigning tasks to the correct individuals and reviewing the quality of input to ensure it is clear, compelling and aligned to donor interests and guidelines.
- Communicate clear grant reporting roadmaps to ensure colleagues are aware of their reporting responsibilities and championing strong report writing skills within the organisation.
- Coordinate and prepare high quality updates for donor meetings.

### **Grant management**

- Through monthly grant steering committees and additional meetings, ensure all activity and milestone owners are aware of their milestones, understand what is required to fulfil the requirements and have a realistic deadline for delivery.
- Work with PEAS' Global Grants Manager to use and update grant management information systems and tools.
- Understand, communicate and monitor compliance with donor contract rules and regulations, and ensure compliance across PEAS Uganda's grant delivery.
- Lead on strengthening internal programme and operations staff understanding of their responsibilities under donor running contracts and how this aligns with their work plans.
- Work with the Finance team to review, track and analyse project expenditure. Participate in calls with select donors, representing the PEAS team at donor meetings and supporting with timely responses to donor requests
- Lead on coordination and stewardship over in-country donor visits, including the briefing of schools and colleagues in advance, talking about PEAS' work with donors and timely logistics during the visit.
- Have ownership over grant management information systems and tools and mentor country staff to understand reporting, budget management and grant commitments.

### **Grant business development support**

- Work closely with Operations, M&E and the Programmes Teams to design and package impact data to support quality response to funders.
- Supporting Programmes and Technical Team colleagues in packaging up and describing their planned activities in an engaging manner.

## New business development

- Supporting the Country Director with progressing funding opportunities in country (institutional and corporate donors) and co-ordinating outreach and relationship building.
- Work with business development colleagues on the design, writing and reviewing of quality funding proposals and concept papers for submission to funders.

## Experience & Qualifications:

### *Essential*

- Bachelor's Degree or equivalent in relevant field (Finance / Business Development or Social Sciences)
- Expertise in working with donors such as (e.g. EU, DFID/FCDO, USAID) on funding proposals and grant management
- Minimum 5 years' experience in successfully raising and managing grants in an NGO setting
- High level of numeracy and understanding of financial controls and procedures
- Project management skills
- Understanding of international development issues and donor trends
- Excellent writing skills in English
- Confidence in building relationships internally with senior colleagues and external agencies and donors

### *Desired*

- Knowledge of major corporate funding agencies in country and regionally
- Knowledge of current development philosophies and trends
- Experience in successfully raising and managing bi-lateral & multilateral funding grant for reputable NGOs

## Values and approach

Anyone we hire will be able to demonstrate their alignment with PEAS' values which are:

- **Focus on lasting change:** Our work should benefit students and communities now and for generations to come and so sustainability is core to everything we do. We consider the wider consequences of what we do, because what matters is maximum long-term impact across society.
- **Be collaborative not competitive:** We put true impact before personal or organizational glory. We collaborate within and beyond the organization to maximize collective impact. Be Honest, Trust and integrity are everything. We are transparent about our impact and programmes. We don't support corruption. We don't pay bribes. We don't receive bribes.
- **Champion empowerment:** We hold each other to account. We maximize autonomy by providing high quality support to decision-makers throughout the organization.

- **Be entrepreneurial:** PEAS was founded with an entrepreneurial spirit and it is embedded in who we are. We are nimble, ready to respond to new opportunities and challenges. We are not afraid of taking risks and leading the way.
- **Adopt a growth mindset:** We continually push ourselves to improve. We appreciate and learn from mistakes which we see as a necessary side effect of striving for ever growing impact.
- **Look at the evidence:** Evidence can be scarce in our sector. We strive to make use of the available evidence while also contributing our own. Our decisions are based on research and data combined with our practical experience.

PEAS is highly committed to keeping children safe from harm and preventing corruption. We therefore take our responsibility to promote safe recruitment practices very seriously, including conducting appropriate reference and background checks. We also operate a zero-tolerance approach to any PEAS employees who breach our Safeguarding and Anti-Corruption Policies, which all employees are required to sign upon induction.