



## **Position Description**

**We are hiring a Partnership Grants Program Director based in Uganda!**

### **About FCDE and our Confluence Institute Partnership**

The Partnership Grants Program leverages over a decade of the Foundation for Community Development and Empowerment's ([FCDE](#)) experience providing capacity strengthening support and seed grants to grassroots organizations that lead community change in Uganda's Kasese and Rukungiri Districts. Implemented by FCDE with funding and strategic assistance from [Confluence Institute](#), our program focuses on climate resilience and livelihoods, offering locally led organizations unrestricted funding and capacity-strengthening support to grow organizational health and impact. Along with training and coaching from technical experts, we help local partners open the door to a larger network of peer organizations and like-minded funders to explore learning and new opportunities, while we advocate for and with them on a global stage. Through field research and referrals, we identify prospective partners and invite them to apply for general operating support grants ranging from \$10,000-30,000 USD. First-time grants focus on relationship building with the goal of developing multi-year funding partnerships.

Our vibrant Ugandan team of 12 is based in Kasese and Rukungiri with a small support squad in the U.S. and India. Working locally and collaborating virtually allows us to directly partner with organizations spearheading localized solutions while leveraging global resources, pandemic or not. This year as we extend our reach into new regions of Uganda and prepare for grantmaking elsewhere in East Africa, we are looking for a team member as ambitious as we are to help build our model of engaged philanthropy that honors and amplifies local vision.

### **About the Role**

The Partnership Grants Program Director is responsible for managing all aspects of local grantmaking and technical support to a newly forming network of Ugandan partner organizations. This includes identifying and vetting new partners, managing grants and driving initiatives to build community and promote partnership in learning and doing. The Program Director will play a key role in linking and supporting partners, including identifying technical experts and developing opportunities to strengthen organizations' health and grow their programmatic impact. The Program Director will also lead efforts to document learning from program implementation and inform ongoing improvements to the partnership model in coordination and collaboration with local and global team members. The Program Director will present at workshops, conferences and other appropriate venues that serve to promote our partners, develop networks and shore up support to expand our work in Uganda and the East Africa region.

The position requires regular travel throughout Uganda. The Program Director may be based remotely, ideally in a regional hub outside of Kampala, with an average of one week per month of on-site work in Kasese. The work schedule will require the flexibility to be available for 1-2 evening meetings per week via Zoom. To reflect our commitment to locally led development, this position is open to Ugandan Nationals only.

## **Duties & Responsibilities**

### ***A. Grantmaking & Grants Management (50%)***

- Develop and maintain relationships with locally led organizations that are a potential fit for the Partnership Grants Program. These organizations work in the field of community-based, sustainable development with a focus on climate resilience and/or livelihoods.
- Identify and develop relationships with relevant networks, organizations and institutions to support the identification and vetting of organizations in line with our granting criteria.
- Lead programmatic and administrative aspects of grantmaking, including but not limited to request and review of documents and applications, site visits, verification of legal status and references, assessment of organizational health and impact, and giving written recommendations in due diligence reports.
- Present a summary of recommendations and contribute to grantmaking decisions.
- Manage relationships with partners in a way that builds mutual respect, upholds integrity, and fosters true partnership while enabling the success of each organization's vision.
- Stay actively updated on partners' work and outcomes including site visits twice a year, as safety permits, and monthly phone or electronic contact to ensure that necessary data is collected and updated regularly.

### ***B. Strengthening Organizational Health and Impact (20%)***

- Collaboratively assess and identify individual and shared capacity needs among partners, and support each in prioritizing specific organizational development milestones, creating a written annual plan and fulfilling milestones within each grant cycle.
- Identify and work with contracted technical trainers/service providers and FCDE staff to develop and implement group and individualized training and coaching that responds to partner-prioritized needs, enhances organizational development and strengthens programmatic impact. Coordinate with FCDE program staff to identify ways to engage existing FCDE partners in training opportunities as appropriate.
- Create a peer learning initiative and identify opportunities to promote network building, information and resource sharing, and mentoring among partners. Integrate FCDE's existing local partners as appropriate.
- Track partners' progress, needs and concerns to help us learn from the services provided and shape future capacity strengthening support.

### ***C. Program Management, Improvement & Evaluation (20%)***

- Provide program and administrative support in the preparation and tracking of program work plans and budgets.
- Work together as a member of our local and global team on the iterative improvement of our grantmaking strategy, process and tools, including but not limited to the due diligence process, grant application, capacity assessment, reporting templates and other tools associated with the grantmaking cycle.

- Contribute to the further development of the Partnership Grants Program’s strategy, model and processes to achieve FCDE and Confluence Institute’s shared objectives in Uganda. This includes supporting the design and tracking of key performance indicators, reporting on assessment and entry into new districts, developing website content, and preparing and sharing learning with other organizations focused on philanthropy, climate resilience and/or livelihoods.
- Provide supervision and guidance to colleagues, contractors and/or advisors providing program deliverables or support.

***D. Strategic Partnerships & Special Projects (10%)***

- Develop relationships with like-minded foundations and organizations that can provide funding or strategic support to further the work of our partners, FCDE and the Partnership Grants Program.
- Represent the Partnership Grants Program and position our brand in relevant ways such as attending and speaking at conferences, speaking engagements or other appropriate venues to advance the awareness and work of FCDE and Confluence Institute.
- Provide support to key FCDE growth initiatives, including identifying contacts, supporting existing partnerships, site evaluation and conducting research and other duties for fund development, such as co-funding and/or grant proposal development efforts.
- Perform other related duties and activities as assigned by the Country Director, including providing support for other FCDE grantmaking initiatives as needed.

**Position Requirements/Qualifications**

- 5+ years professional experience working with NGOs or funding organizations in community or organizational development, sustainability/natural resource management, livelihoods/small business development or similarly related field.
- Bachelor's or higher degree in organizational development, environmental sciences, public administration, or related field. Graduate degree preferred.
- Prior experience should reflect progressive responsibility in program development, supervision, management, and administration with experience managing budgets.
- Experience recruiting and managing contracted service providers/staff.
- Familiarity with grantmaking or grants management is desired.
- Ability to represent FCDE and the Grant Partnership Program effectively with a wide range of audiences, including local government officials and community members, domestic and international nonprofits and foundation/development agency personnel, etc.
- Excellent verbal and written English communication skills including demonstrated ability to research, assimilate, and analyze information, compose engaging messages, and present data in a clear and inspiring manner.
- Ability to consistently produce documents and work products with professional polish that are well thought out, organized and accurate.
- High level of proficiency with Microsoft Office applications including MS Word, Excel and PowerPoint. Experience with online grant and/or data management platforms and

familiarity with G-Suite/Google Docs is a plus. Open to learning and using online platforms/apps such as Asana to support virtual collaboration.

- Ability to work independently with minimal supervision and contribute to collaborative projects in a manner that is inclusive of and responsive to colleagues, partner organization staff, service providers, advisors and other stakeholders.
- High level of personal accountability for the quality and impact of work.
- Initiative, resourcefulness, and flexibility with demonstrated ability to exercise good judgment during high intensity times under complex and stressful conditions.

### **Supervision & Guidance**

The Program Director reports directly to the FCDE Country Director in Uganda and works closely with the Confluence Institute's U.S.-based Director of Strategy and Impact, in addition to other UG and U.S.-based colleagues. Performance is based upon successfully meeting the criteria and objectives established in the performance plan with bi-annual evaluation.

### **Compensation**

This is a full-time contract position with no associated benefits. The pay range is USD \$1,200 - \$1,500 per month to be determined through the interview process.

### **Other Information**

- To reflect our commitment to locally led development, this position is open to Ugandan Nationals only.
- The Program Director may work remotely, ideally from a regional hub outside of Kampala (e.g., Mbale, Masaka, Jinja or Mbarara) with an average of one week of on-site work in Kasese per month.
- Due to the nature of this work, your schedule will require the flexibility to work evening hours 1-2 days per week for Zoom meetings with weekend travel from time to time.
- We will agree on a six-month probation period with performance and learning goals.

### **How to Apply**

- Send a 1-page cover letter and CV to [apply@fcde-dev.org](mailto:apply@fcde-dev.org) with the subject line "Program Director". Please ensure your CV is tailored to this role and no more than 3 pages.
- **Apply by 28 February 2022.** Applications will be reviewed on a rolling basis.