

Position vacancy

Development and Grants Manager

Location: Kenya or United Kingdom

Closing date for applications: 17th January 2025

Contract status: Global post, Full-time

Start date: As soon as possible

Contract duration: One year, fixed-term (with the possibility of extension)

Remuneration: Kenya: KES 2,871,375 - KES 4,725,174 gross per annum, UK (Bristol): GBP 42,705 - 45,162, UK (London): GBP 46,896 - 50,938 gross per annum.

Salary Band: C1

We rebuild tropical fisheries with coastal communities

Blue Ventures is a marine conservation organisation that puts people first. We support coastal fishers in remote and rural communities to rebuild fisheries and restore ocean life. Our work began two decades ago in Madagascar's remote coastal communities and is growing globally.

Across multiple countries, we're partnering with traditional fishers and community organisations to design, scale, strengthen and sustain fisheries management and conservation at the community level. We bring partners together in networks to advocate for reform, and share tools and best practices to support fishing communities worldwide.

Summary job description

We are seeking a Development and Grants Manager to support our funding applications and reporting for Blue Ventures' global and cross-cutting programmes.

This is an exciting opportunity to join an ambitious and fast-growing team, with opportunities for travel, professional development and learning from across our global programmes.

We are looking for an experienced individual to manage grant applications and produce high-quality financial and narrative reports. The role will work closely with our partners and field-based conservation teams in multiple countries worldwide.

The successful candidate will have excellent written and verbal communication skills, with proven experience of developing and maintaining systems to keep track of funding applications and reports, as well as ensuring accountability to and compliance with donor and audit requirements.

Experience in the environmental conservation and international development sectors would be beneficial. Fluency in English is required.

The successful candidate will be motivated, proactive and highly organised, with the ability to assimilate and interpret large volumes of information into clear and compelling concept notes, applications and reports.

We are looking for an individual who is open to new ideas and embraces innovation, who can demonstrate experience of building effective working partnerships for conservation and/or development. Assessment of applications will include candidates' alignment with Blue Ventures' core values and mission to support human rights-based approaches to marine conservation and fisheries management.

You will thrive in environments that are collegiate and ambitious, and be able to demonstrate experience of working independently and solving complex problems in challenging situations.

Responsibilities

The Development and Grants Manager will report to the Head of Development - Global. They will be responsible for fundraising, grant management and donor stewardship for specific areas within the global/cross-cutting portfolio (which includes fisheries data systems, advocacy and integrated health-environment programming). The responsibilities of the role include the following:

Proposal development:

- Write and edit high quality narrative content to describe Blue Ventures' projects, priorities and impact powerfully and succinctly
- Maintain close interaction with colleagues and partners to translate programme priorities and learning into clear funding proposals and reports that communicate Blue Ventures' work in a compelling way to new and existing funders
- Lead the preparation, development, internal review and submission of project proposals, logframes, timelines and detailed budgets as required

Donor engagement and relationship management:

- Manage and maintain excellent communications with existing and prospective donors, and ensure effective grant management and donor stewardship

- Attend meetings or calls with donors as and when required
- Contribute to other donor engagement events (e.g. webinars) as required
- Support field teams in planning and hosting donor field visits as required

Grant management:

- Manage the reporting process for funding agreements - including report writing and working with the project and finance teams to produce timely and accurate narrative and financial reports
- Ensure all grant documentation is stored and updated in relevant systems
- Support coordination of grant set-up and closure, working with teams in the UK and globally to ensure clear assignment and understanding of responsibilities in relation to compliance, management and deadlines
- Work with the finance team on regular progress and expenditure reviews
- Work with country and finance teams to ensure effective procedures are in place for grant management and compliance, such as for cost recovery, procurement and grant financial oversight
- Share ideas, information and learning to contribute to grant management processes and protocols, and to support broader learning from Blue Ventures' work with partners and donors

Skills and experience

Required

- Proven experience of securing and managing funding from private trusts and foundations and institutional donors
- Proven experience of project and budget management such as project planning, grant management, compiling and monitoring budgets, narrative and financial reporting, preferably in an INGO setting
- Excellent writing skills, including application and report writing
- Experience of effective and values-based partnership work between international and local organisations and communities
- High level interpersonal and communication skills, including experience of communicating effectively across cultures and with diverse audiences, both verbally and in writing
- Fluency in English

We would also love to see

- Experience in environmental conservation or international development
- Excellent networking skills and experience in generating new funding leads
- Experience developing logical frameworks and theories of change
- French language skills (spoken and written)

What success will look like in this role

- Successfully managing Blue Ventures' relationships with current funders
- Proactively generating and pursuing new funding leads
- Securing sufficient income to enable teams to deliver their planned work/organisational objectives (within the given portfolio)
- Building respectful, collaborative relationships with colleagues in all of the relevant Blue Ventures teams
- Consistently upholding and promoting Blue Ventures' mission and values

You will be a great fit if

- You show a commitment to Blue Ventures' mission and values, evidenced by a high level of personal and professional integrity, humility and humanity.
- You demonstrate a strong bias for action and comfort with the uncertain; you are motivated to move forward, make decisions, and finalise details quickly once information is available.
- You've shown a willingness and ability to challenge the status quo creatively and productively.
- You have an analytical mindset and orientation toward measurement, outcomes and continuous improvement and learning. You value in others, and yourself, data-driven and consultative decision-making.
- You think critically and put a high value on offering and receiving constructive feedback and criticism.
- You're a natural relationship builder and have a proven ability to work collaboratively with others in a complex organisation, demonstrating professional curiosity, team building and facilitation skills. You enjoy collaboration and have a genuine interest in learning from and developing others.
- You're a people person who takes pride and pleasure in developing talent and creating safe, happy, productive and engaging workplace cultures and environments for staff at all levels and from varied backgrounds. You crave building teams, finding talent, nurturing relationships, and tackling challenging people-related issues.
- You are a passionate professional who combines strong leadership skills with patience and a humble approach.
- You're able to engage people's energies, hearts and minds in service of a mission. You use exemplary interpersonal skills to establish relationships of trust and influence
- You're detail-oriented and compliance-minded; you enjoy dotting i's and crossing t's
- You demonstrate excellent organisational skills, an ability to marshall resources, and continually improve systems and processes.
- You show self-motivation, flexibility, and the ability to work and thrive in a fast-paced, energetic, entrepreneurial environment.
- You're trustworthy in managing sensitive situations and information; you are discrete, professional, and possess excellent judgement
- You are comfortable with a playfully professional workplace culture.

We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion or sexual orientation, and evaluate all candidates based on merit. We welcome candidates from countries in which Blue Ventures operates. We offer a supportive environment for professional development, as well as a competitive salary

This job description details the main duties and responsibilities for the position. However team members are required to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular job description.

Blue Ventures is committed to safeguarding and promoting the welfare of young and vulnerable people and expects all members of staff to share this commitment. We take a zero tolerance approach to anyone who contravenes our safeguarding and protection policies. All candidates will be asked questions on safeguarding and child protection.

Application process

Applicants should apply online via Blue Ventures' website by 17th January 2025.

All shortlisted candidates will be contacted within two weeks of the closing date.

The assessment process for shortlisted candidates will include virtual interviews and timed written exercises.

Why work with us

Mission: We operate at the frontline of some of the world's most pressing environmental problems, innovating effective, equitable and scalable responses with coastal communities. We are recognised as a transformative force in our sector.

Working style: We're a fast-moving social enterprise, quick to embrace and implement promising ideas without bureaucracy.

Autonomy: We expect and support our colleagues to take a lead in their own work, offering scope for creativity and strategic input.

Professional development: We challenge and support our colleagues to grow their skills, providing considerable exposure to different work experiences and training opportunities.

Adventure: We offer extensive opportunities for travel, working in diverse environmental and cultural contexts.

Family: We look out for one another as we work closely together in challenging situations, celebrating successes and spurring each other on when the going gets tough.

Values: Our organisational values are central to everything we do:



Communities first

Above all, we listen to community needs, responding in a sensitive and pragmatic way for lasting benefits.



Passion & belief

Our mission is urgent and critical, we believe that our approach works, and we're determined to get the job done.



Valued people & effective teams

We work in diverse and inclusive teams where all members have a voice and influence.



Innovation & courage

We're resourceful and creative. We're prepared to take risks and challenge broken paradigms.



Openness & humility

We work in a transparent and collaborative way to share what we learn.



Grounded in evidence

We have high standards and aren't afraid to be self-critical. If something doesn't work, we change tack until we're on the right course.