**Position Title: Grants and partnership adviser -Iraq**

**Reports To: Country Director-Iraq**

**Duration: 4 months**

**Type of Employment: Part time/Consultancy basis**

**Duty Station: Flexible, frequent travel within Iraq**

**Deadline to apply: 15 August 2022**

This role is part of the SWEDO Business Development Group responsible for securing funds for SWEDO programming in Iraq. The Grants and partnership advisor is primarily engaged in identifying new funding opportunities, engaging with potential donors, as well as proposal writing and development – ensuring integrity of all proposal documentation, preparation and submission, review of all inputs and coordination, and contributing to SWEDO’s fundraising meetings and presentations internally and externally with new donors.

**Roles and responsibilities:**

**1. Fundraising and Donor Relations**

* Identify and track relevant funding opportunities – through gathering information from donor meetings, partner relationships, internet-based research, and other resources.
* Communicate with international donors working in SWEDO’s areas of operation and approach donors who fund projects in Iraq for unsolicited interventions.
* Represent the organization’s interests at relevant meetings, events, and conferences.
* Conduct and participate in meetings for designing new projects.
* Conduct prospecting visits to SWEDO Country Offices to identify and prepare for upcoming funding opportunities (subject to the approval of SWEDO Secretary General).
* Provide support to implement country office fundraising strategy.

**2. Project/Program Development**

* Write concept notes, full proposals and other types of applications including budgeting process, contributing to the needs assessment, documentation process and reporting as well as finalizing applications and registration with prospective donors.
* Create and maintain a business development matrix to keep track of proposal progress.
* Communicate changes or new information to the Iraq Country Director update SWEDO’s business development matrix on a weekly basis with the new opportunities and concepts.
* Support other information and data gathering efforts as required.

**3. Grant Management, Monitoring, & Reporting**

* Improve the way staff capture, access, and use grant making information to enhance programmatic and operational decision-making, produce accurate reports of grant making results, enhance grantee/grant seeker relationships, and enable learning; enhance supporting systems and tools.
* Work closely with SWEDO management team to ensure compliance with SWEDO policies, program and grants management procedures, and donor regulations.
* Prepare grant opening, review and closure meeting agendas, sharing relevant documents and reports.
* Support the program team with reporting, including through designing information gathering and reporting tools.
* Prepare and circulate meeting minutes.
* Develop and maintain list of reporting deadlines for grants and play key role in collection of data, ensuring accuracy of data, and report writing.
* Maintain an accurate and up to date digital and hard copy grant files.

**Problem Solving & Impact:**

• Interact frequently with team members as resource and/or mentor.

• Understand the organization’s core work and funding goals.

• Work on assignments that are diverse in nature.

**Supervision Given/Received:**

• Employee works under the general supervision of Iraq Country Director; handles problems and deviations in assignments in accordance with policies and accepted practices; work is reviewed for technical soundness, appropriateness, and conformity to policy and goals.

• Progress reports will be sent regularly to the Country Director-Iraq and SWEDO Secretary General.

• The deliverables and outcomes will be evaluated by the SWEDO Headquarters (working committee), Secretary General and in close coordination with the Iraq Country Director.

**Education, experience and languages:**

• Bachelor's Degree or Equivalent in management, international relations, social science, innovation, human rights, and development, or a relevant filed. Higher degree is a merit.

• +3 experience developing projects and proposals for programming.

• Minimum of +3 years of work experience in a related field.

• Knowledge of non-governmental organizations (NGO).

• Working language is English. Arabic and/or Kurdish is a merit.

**How to Apply**

Interested applicants shall send their most recent CV to [bd2022@swedoaid.org](mailto:bd2022@swedoaid.org) . Subject line must be: IRQ-GR-AD-2022.

**Note:** Applications not meeting the specified minimum requirements may not be considered. Shortlisted candidates will be contacted for an interview.