



**Position title:** Institutional Funding Account Manager  
**Location:** Cotonou  
**Reports to:** Head of Institutional Funding  
**Starting date:** ASAP  
**Contract Duration:** 2 Year fixed term

**Overview:**

African Parks is a non-profit conservation organization founded in 2000 that manages 19 national parks and protected areas in 11 countries covering 14 million hectares. This is achieved through long-term agreements with national governments, putting in place funding solutions and establishing good governance and management to achieve ecological, social and financial sustainability. The funding strategy is developed in line with the organization growth and includes public institutional donors as a significant segment. The associated grants management complexity poses a number of financial, legal and reputational risks.

African Parks is looking for a dynamic Public Funding Account Manager to provide strategic funder engagement, ensure compliance with grant rules and regulation, build capacity of park team members to effectively manage and report on grants. The position (a) ensures there is an engagement strategy for the US Government (USAID, Department of State, US Forest Service, etc.) as well as UK Cooperation, the Global Environment Facility (GEF) and World Bank, (b) provides support to ensure compliance with funder rules and regulations (c) takes overall responsibility for ensuring relationship is well managed and cultivated over time.

**Essential Functions and Responsibilities:**

- Developing and managing relationship engagement strategies for key institutional funders under his/her responsibility
- Facilitating internal coordination and coherence of messages delivered to donors
- Identifying new opportunities and coordinating the proposal development process and submission to donor
- Coordinating due diligence processes, contract negotiation, signing, planning and start-up phase of new grants.
- Ensuring quality, compliance and submission of all proposals, reports, and formal communications to donors.
- Developing appropriate training and capacity building support for implementing teams and tools to effectively manage grants, including bringing in external expertise when needed.
- Maintaining oversight of donor grants' reporting calendar to remind Park Grants coordinators and Grant managers.
- Maintaining a grant risk register Ensuring good internal communications and record keeping (in Salesforce donor database) around grant requirements
- Promoting global donor visits, events, meetings, recognition and visibility
- Contributing to the overall coherence of the institutional donors' portfolio
- Completing other duties, as assigned by the supervisor.

**Capabilities, competencies and experience needed for the job**

- Relevant university degree (Masters or Postgraduate), in Social Sciences, International Development, conservation, international Relations or other relevant field
- Required minimum experience: 10+ years of progressively responsible experience managing programs of a similar nature in a leadership and management role.
- 5-8 years' experience in public funding pursuit and/or grants management, donor account management. USG Government (USAID, USDOS INL, USDOS, USFS, USFWS), UK Cooperation (DFID, DEFRA, etc.), Global Environment Facility (GEF), World Bank preferred.

- Excellent project management skills with experience in managing and supervising administrative projects
- Bilingual; Strong writer and communicator in English and French, Portuguese a plus
- Extensive work experience in Africa and strong interest in wildlife and conservation
- Ability to self-manage and take initiative, work well in fast paced, multicultural, cross-functional global team environment
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.

**What success looks like:**

- The donors and African Parks are more than satisfied with the grant/funds management and implementation of its funding.
- African Parks is compliant with all necessary procedures and audits and is fulfilling requirements and obligations both internally and externally.
- Park Management understands grant requirements and are able to better manage and deliver against them.
- African Parks has a reputation for reliable, high quality grant reporting and proactive engagement with key institutional funders – which opens up further opportunities.

To apply, please email your CV and cover letter to [hadmin@africanparks.org](mailto:hadmin@africanparks.org) by **23 December 2020**.

*Should you not hear back from us within 2 weeks after closing date, please take it that your application was unsuccessful.*