



Position Title: Proposal and Report Writer - Community Specialist

Location: Bryanston, Johannesburg

Reporting to: Head of Proposals, Impact Reporting and Analyses Team

Type of contract: Full Time

Background

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. Founded in the year 2000, AP currently manages 22 national parks and protected areas in 12 countries covering 20 million hectares. In partnership with governments and local communities, African Parks applies a strong results-driven 'business approach to conservation', with each park managed in a holistic way, with the ultimate objective ensuring that they are ecologically, socio-politically and financially sustainable.

About the role:

African Parks is searching for a strong writer that can lead on putting together compelling proposals and robust impact reports for funders. You will specialize in capturing African Parks' community strategy, socio-economic impact and work with the people living around or inside the protected areas under our management. The role requires you to thoroughly grasp and effectively communicate how our work aligns with the objectives of funders with an interest in the intersection of nature conservation and community development, sustainable land use planning or climate change adaptation. The role also offers the opportunity to lead the development of more generic engagement materials for African Parks' storytelling, such as thematic concept notes that reflect our community-oriented funding needs across the portfolio.

Your role sits within the Proposal, Impact Reporting and Analysis Team (PIRATE), which functions as a centralized service centre to the global fundraising team. You will work closely with our park teams and support the fundraisers across the world based on where your expertise is most strategically allocated. The position is based at the African Parks Headquarters in Johannesburg. Occasional travel to the parks across Africa and the global fundraising offices will be required.

Key Responsibilities:

- Support fundraising account managers by leading the development of rigorous proposals and impact reports, or take up a strategic support role within working groups for large, transformative opportunities. These will primarily be based around African Parks' socio-economic impact and work with local communities in the landscape;
- Coordinate with the project teams, most notably the Funding & Reporting Managers in the parks, to marry donor priorities and restrictions with the strategic needs and planned interventions of the park;
- Develop concept notes, factsheets, case studies and position papers based on needs shared across the fundraising team and with input from other African Parks departments, such as

Community Development and Marketing & Communications;

- Compile risk assessments and facilitate go/no go decisions on large, restricted opportunities;
- Support the in-park Funding & Reporting Managers with grant management and compliant grant delivery through start-up workshops, regular check-ins and troubleshooting;
- Provide capacity building to other team members, most notably the in-park Funding & Reporting Managers, on effective proposal writing, monitoring & evaluation and grant management.

Competencies, qualifications and experience needed for the role:

- University degree (Bachelor or Master's) in International Development, Social Sciences, Conservation, Biology, Communications, International Relations or other relevant field;
- Strong writer and experience in developing external communications, ideally including grant proposals and impact reports;
- At least 2 years of working experience within either I) the fields of social development, (community) conservation and/or sustainable land use management, or II) the philanthropic sector, consulting or another sector that requires one to develop an understanding of the external audience's needs or objectives, and tailor materials towards those. Having worked with foundations and/or public institutional donors is a strong plus;
- Has or is quickly able to develop i) an intricate understanding of community engagement in protected area management, social development issues, sustainable land use and/or climate change adaptation as well as ii) a broad scope of the funding landscape and priorities with regards to these themes;
- A solid handle on Monitoring & Evaluation Frameworks, Theories of Change and Logframes;
- An effective communicator that quickly grasps the needs of fundraising and how they intersect with the reality of African Parks and the teams on the ground;
- Capable of handling complex budgets and impact data;
- Strong English. French and/or Portuguese a plus;
- Able to multitask, prioritize and manage multiple deadlines simultaneously while maintaining and improving African Parks' quality standard;
- Willing to travel to remote protected areas and African Parks head office in Johannesburg;
- Experience with working in intercultural environments is a plus.

To apply, please email your CV and cover letter to hadmin@africanparks.org by **13th March 2023**

**Studies show that women and members of underrepresented communities tend to apply for jobs only if they meet close to 100% of the required qualifications, even when generally matching well with the job profile and being competitive candidates. If this sounds like you, we encourage you to reconsider and apply.*