



Greenpeace South Asia

Job Description

Job title: Senior Grant and Partnership Specialist	Department: Fundraising
Reports to: Fundraising Director	Location: Home-based preferably in South Asia
Purpose of role	
<p>The purpose of the Senior Grants and Partnership Specialist role is to secure and manage funding from foundations, trusts, and grant-making organizations to support the mission and campaigns of Greenpeace South Asia. This involves identifying funding opportunities, building and maintaining relationships with funders, and crafting compelling grant proposals and reports. The role ensures compliance with funder requirements, aligns grant activities with organizational priorities, and contributes to the sustainability and growth of the organization by ensuring consistent and strategic financial support from institutional donors.</p>	
Key Responsibilities:	
Grant Prospecting and Research	
<ul style="list-style-type: none">• Identify Funding Opportunities: Research potential grant-making foundations and organizations aligned with the campaign's mission and objectives.• Database Management: Maintain an up-to-date database of funding opportunities, deadlines, and relevant contacts.	
Proposal Development and Submission	
<ul style="list-style-type: none">• Draft Proposals: Write persuasive and tailored grant proposals that align the organization's goals with funders' priorities.• Collaborate with Teams: Work closely with program, finance, and communications teams to gather relevant data and program details for proposals.• Prepare Budgets: Develop grant budgets in collaboration with financial staff, ensuring they meet funders' requirements.• Ensure Timely Submission: Manage timelines to meet all grant deadlines.	
Relationship Management	
<ul style="list-style-type: none">• Maintain Relationships with Funders: Act as the primary point of contact for foundations, responding to inquiries and providing updates on funded projects.• Cultivate New Partnerships: Build and maintain relationships with new and existing funders to secure ongoing support.	



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Grant Management and Compliance

- **Oversee Grant Implementation:** Ensure grants are executed according to funders' guidelines and organizational capacity.
- **Monitor and Report on Progress:** Track project milestones, expenditure, and outcomes to prepare regular reports for funders.
- **Ensure Compliance:** Adhere to all legal and contractual obligations tied to grant funding.

Strategic Contribution

- **Support Organizational Strategy:** Align fundraising efforts with the organization's strategic goals and priorities.
- **Input into Campaign Plans:** Work with campaign teams to identify funding needs and develop strategies to secure resources.

Administrative and Other Duties

- **Maintain Records:** Keep detailed records of grant applications, funding agreements, and reporting requirements.
- **Support Fundraising Events:** Occasionally assist with donor events, campaigns, or other fundraising activities.
- **Stay Updated:** Keep abreast of trends in the philanthropic sector and changes in funding priorities.

Decisions

The **Grants and Partnership Officer** has a mid-level decision-making role, with autonomy to prioritize funding opportunities, draft proposals, manage funder communications, and ensure grant compliance. They collaborate with senior leadership and internal teams to align grant activities with organizational priorities, and escalate significant decisions, such as budget changes or high-risk funding opportunities, to management. This role balances independent operational decisions with collaborative input on strategic funding initiatives.

Qualifications and Experience:

Essential Qualifications-

- Proven experience in grant writing, fundraising, or donor relations, preferably in a campaigning and nonprofit organization.
- Strong understanding of institutional funding processes and familiarity with grant-making foundations and trusts.
- Strong understanding of Grants and Foundations possibilities opportunities across the globe and South Asia
- Strong understanding of environment/climate change or related work for the purpose of proposal writing



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Essential Experience

- Successful track record of securing funding from institutional donors, foundations, or trusts.
- Experience managing multiple grant cycles, including proposals, reporting, and compliance.
- Proficiency in budget development and financial reporting for grants.
- Strong project management skills, with the ability to handle deadlines and competing priorities effectively.

Desirable Qualifications and Experience

- Advanced degree in a relevant field.
- Knowledge of CRM systems or grant management software.
- Experience working in a campaigning or advocacy-focused organization.
- Familiarity with monitoring, evaluation, and learning (MEL) frameworks.
- Knowledge of philanthropic trends and funder priorities within the organization's sector.

Partnership:

Internal Partnerships

The Grants and Partnership Officer works closely with Campaign, and Fundraising teams to align grant activities with organizational priorities. They collaborate with leadership to ensure funding efforts support strategic goals and consult on high-stakes decisions. Regular engagement with program teams is essential to gather data, insights, and outcomes for grant proposals and reports, while the finance team supports budget development and compliance with financial requirements. Additionally, the officer partners with the communications team to craft compelling narratives and impact stories, and with monitoring and evaluation teams to ensure accurate tracking and reporting of grant outcomes.

External Partnerships

Externally, the officer serves as the main point of contact for grant-making foundations and trusts, fostering relationships through regular communication, updates, and stewardship. They engage with prospective funders to identify alignment and secure new funding opportunities. The role also involves networking with peer organizations and participating in funding forums to stay informed on trends and share best practices. Where necessary, the officer liaises with compliance and regulatory authorities to meet legal and contractual obligations related to grants. These external partnerships are key to sustaining and expanding the organization's funding base

Competencies:

Technical Competencies

- Grant Writing Expertise: Ability to craft clear, persuasive, and tailored grant proposals and reports.
- Financial Acumen: Proficiency in developing grant budgets, financial tracking, and reporting in compliance with funder requirements.



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- **Research Skills:** Capacity to identify and assess potential funding opportunities aligned with organizational goals.
- **Data Management:** Proficiency in using CRM systems, grant management software, and maintaining accurate records of funder interactions and grant cycles.
- **Sector Knowledge:** Familiarity with trends in philanthropy, institutional funding, and the specific focus areas of the campaigning organization. Strong relationship-building skills for engaging funders and internal stakeholders.
- **Monitoring and Reporting:** Skills in tracking grant outcomes and compiling comprehensive reports for funders.

Organizational Competencies

- **Project Management:** Strong ability to manage multiple grant cycles and competing deadlines with efficiency and precision.
- **Collaboration:** Effective teamwork skills to coordinate with program, finance, and leadership teams to align funding efforts with organizational priorities, while a high level of working independently is required.
- **Communication:** Excellent interpersonal skills for building and maintaining relationships with funders, as well as conveying complex information clearly to stakeholders.
- **Strategic Thinking:** Capacity to align fundraising efforts with the organization's long-term goals and identify strategic funding opportunities.
- **Problem-Solving:** Ability to anticipate and address challenges in grant implementation or compliance.
- **Attention to Detail:** High accuracy in preparing budgets, reports, and proposals to ensure compliance with funder requirements.
- **Time Management:** Strong organizational skills to prioritize tasks effectively in a fast-paced environment.