

JOB DESCRIPTION

Job Title:	Funding Manager-Ukraine
Location:	Based in Ukraine (willingness and ability to travel to Poland and Moldova (10%))
Area of Impact:	Ukraine Crisis Response Across 3 countries
Fixed term contract:	12 months

HelpAge and Strategy 2030 – delivering real impact for older people

HelpAge International works with partners and a diverse global network of more than 150 organisations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together, we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

As part of our 2030 strategy, we have a continued commitment to inclusive humanitarian action, supporting older people and their families at a time of crisis.

Ukraine Crisis

HelpAge has been present in Ukraine since 2014, responding to the ongoing conflict in Donetsk and Luhansk (eastern Ukraine), providing support to protect older people from violence, abuse, and neglect and help to reduce psychosocial distress. In March 2022, HelpAge expanded its work in Ukraine, opening new offices in Dnipro, Liviv, Kharkhiv, Zaporozia, and Chernivsti, and launched refugee response programmes in Moldova and Poland. We currently have a workforce of +600 people including staff and volunteers/contractors.

HelpAge's overall objective for this crisis is to ensure that older people (especially refugees and IDPs) including older people with disabilities, are protected, feel safe and have access to humanitarian assistance, social care and health assistance; and that our response promotes and actively supports, social integration, reduced isolation, improved autonomy, and independence, of most at risk older people with and without disabilities.

Key areas for impact/influence and responsibilities:

Funding Strategy Development and Implementation

- Work closely with CD and DCD for development and implementation of a high-quality Fundraising Strategy and Donor Engagement Plans, linked to 2022-2024 priorities.
- Support, drive and accelerate sustainable pipeline and portfolio growth covering humanitarian, transition, and development programmes working in alignment with the global funding strategy

New Business Development

- Work closely with HelpAge International supporter members and the global Business Development team on identify and secure strategic funding opportunities
- Develop and maintain systems to track positioning and donor engagement strategies
- Identify, research, and disseminate information on new funding opportunities from bilateral, multi-lateral and other institutional donors.
- Track up-coming funding opportunities, donor engagement and proposal development process. Provide regular updates to the Response Lead on the status of the funding portfolio and key trends to monitor.
- Participate in key donor meetings, initiate donor contacts, when necessary, to foster long-term collaboration and engagement.

Proposal Development & Reporting

- Coordinate all proposal development including being the lead writer on the development of high-value or complex proposals or bids, building on global, regional and national expertise, and ensuring the highest quality product.
- With input and support from the MEAL Manager and Country Humanitarian Programme Managers seek out and facilitate technical advice from regional, country and global technical team members to ensure that programmes benefit from HAI global expertise, while remaining relevant to the local context. Facilitate engagement of consultants on proposals when needed.
- Produce proposal development schedules and track timelines.
- With support from the CDs and DCDs ensure interdepartmental coordination for proposals development.
- Quality review technical aspects of the narratives and log frames and ensure complementarity with budgets and other deliverables. Working closely with the Humanitarian Finance Manager, donor accountant and MEAL team members.
- Ensure full internal and member review and sign off as per the proposal development process.
- Ensure that all internal system process related to the fundraising cycles are managed and maintained in real time
- Ensure the timely submission of quality donor reporting, as per agreed donor schedules

Let's talk about you:

You will be someone with:

- At least 5 years' of relevant experience in donor relations and grants management (e.g. with institutional humanitarian and development donors).
- Proven skills and experience in proposal development, report writing and working with multiple donors.
- Good understanding of various donor rules and regulations as well as NGO operations and the dynamics of the humanitarian sector.
- Willingness to travel to area offices and work in difficult environment according to requirements
- Hold self-accountable for making decisions, manages resources efficiently, hold the team accountable to deliver on their responsibility.
- Good communication, interpersonal, organisational and team working skills.
- Good relationship management skills, with ability to represent HelpAge International with external organisations and individuals
- Excellent written and oral communication skills in English
- Computer proficient particularly in Microsoft Windows Word and Excel.
- Ability to meet deadlines and work under pressure with limited supervision;
- Experience in staff capacity building
- Good cultural awareness and sensitivity

Preferable

- Fluent spoken and written Ukrainian or Russian
- Previous experience of working in Eastern Europe and/or Ukraine
- Previous experience of working with older people

At HelpAge International, we believe in the importance of empowering our people to be change

makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as a HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work you do together
- Adapt to new directions or opportunities arising within the organisation and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by age, gender, economic status, disability and other factors of discrimination.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

HOW TO APPLY:

Please email your application to HelpAge-HR@helpage.org before the closing date to be considered for the shortlist.