

- Do you think that you are innovative and pro-active?
- Are you different or extraordinary than others?
- Do you want to make a big impact in the lives of young people in Sierra Leone and contributes to nation building?

If your answer is yes, then we have an exciting and challenging opportunities for you. Come forward and take the challenge.

We are Sensi Tech Innovation Hub Center in Sierra Leone, building a technology innovation community in Sierra Leone that will drive economic and social development through providing an open and stimulating community hub for young technologists and entrepreneurs to come together, develop their ideas and access cutting-edge tech, events, incubation programmes, networking, training and jobs. Our mission is to create an open community space where technology and entrepreneurship intersect, to help build the next generation of innovative solutions and businesses in Sierra Leone.

We strive to represent the next generation of agents of this change. Sensi is built on a highly collaborative and community driven model. We facilitate the mentoring, skilling, generation of, and exposure to novel ideas needed to foster a more innovative, technological, business and community driven solutions to the livelihoods challenges faced in Sierra Leone. Our approach is to always learn and evolve, so that we can constantly improve in the area we work in, and create impact.

Currently we are looking to recruit for the following position:

**Position title:** Grants Manager  
**Category:** Consultancy Contract Position (6 months)  
**Reports to:** Hub Manager  
**Business:** Sensi Tech Hub  
**Location:** Freetown Sierra Leone

The selected candidate will work with Sensi Tech Innovation Hub Center team. The post holder will be responsible to provide various functional support to the implementation of the Centre programme activities in Freetown and other operational areas. They will have to

participate in all key decisions relating to their work situations and analysis and play a strategic role in the development and implementation of Centre project and grants activities, data collection, inputting and processing as maybe required.

**Purpose:**

The Grants Manager will serve as the primary grant writer, manages funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, strategic project management skills, with an emphasis on grant compliance and outcome measurement. The position involves close working relationships with many departments, especially the Finance and Communications teams. This individual contributes significantly to securing revenue to support the Sensi’s mission and to ensuring effective inter-departmental collaboration in support of our key funders.

Interested persons must be knowledgeable in these areas and have the following minimum qualifications (selection criteria):

**Key Responsibilities:**

- **Lead grant proposal development/submission—preparing and organizing materials for proposals, and submitting and monitoring grant applications.**
  - **Maintain Sensi library of grant support documents including resumes, bios, forms, Board/staff documents, etc.**
  - **Draft proposals and grant application narratives, and collaborate to finalize with the Director of Financial Management, Innovation and Research Director and Director.**
  - **Submit grant applications via paper or online portals, and maintain Sensi’s list of passwords.**
  - **Execute thank you letters and grant contracts/agreements**
  - **Ensure acknowledgment of funders/partners via Sensi’s website, e-newsletter, and social media.**
  - **Research new funding opportunities on a national and international level.**
- **Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness.**

- Monitor and maintain the funder and investor reporting schedules and requirements.
- Track progress toward organizational and programmatic outcomes and goals.
- Request reimbursements as needed
- Draft compelling progress reports to funders that fully capture programmatic success.
- Assemble all necessary supporting materials and documents including budget reports, outcome measurements, success stories, etc.; submit reports to funders and partners.
- Research statistics, trends and data for grant proposals and community advocacy
  - Perform research and data gathering—both from external sources, as well as Sensi’s program.
- Assist in developing presentations for various stakeholders and other duties as assigned.

#### ***Proposal Writing***

- Manage the development of proposals for strategic donors, working closely with Development team members who develop, oversee, and negotiate partnerships with donors and provide guidance on proposals; and with project/programs team members who oversee Sensi’s programs
  - Create timelines for submissions, outlines key messaging, and supporting information to compel donor giving and engagement
  - Work within project/programs team and with Administration/Finance team members to generate proposal narrative and budgets
  - Assemble and synthesize key information related to proposals within the project/program team and from outside sources
  - Compile and edit proposal inputs into cohesive and compelling content
  - Deliver completed proposals Lead submission timeline and coordination to ensure role clarity and timely submission
- Write and review proposal content, including narrative, numeric, and graphic information
- Review and finalize proposals with Director and Hub Manager
- Respond to donor questions and feedback and revise proposals as needed

#### ***Donor Reporting***

**O Develop and manage deliverables for strategic donors**

- O Draft and manage calendar of reports due and individual timelines for each major report**
  - o Write narrative progress reports for strategic, major and mid-major donors in coordination with other team members**
  - o Assemble budget and expenditure information from International Programs and Administration/Finance team members and report information to donors as required in our agreements**
  - o Assemble other program data for purposes of donor reporting**
  - o Assemble stories from the field in partnership with IP Programs Managers and the Marketing and Communications team**
  - o Respond to queries from donors on reports and progress with the Director**

***Information Management***

- Create and manage standardized templates related to proposal development, information gathering/synthesis, donor reporting, and other purposes (e.g., narrative, financial, graphic, presentation, mapping, etc.)**
- Design simple, automated methods of utilizing secondary data to generate background information and illustrative impacts for prospective/existing donors related to programs.**
- Work closely with Marketing and Communications team to draw upon and add to Sensi's core messaging, providing a key resource for knowledge and program successes to ensure organizational communication is accurate, timely and reflects the latest initiatives.**

***Other Support***

- Support development of new program initiatives**
- Participate in cross-departmental initiatives**
- Support activities and planning related to the strategic direction of Sensi's projects/progrms.**
- Other duties as assigned or required**

**Qualifications and Skills**

- Advanced / Master's degree preferred, with at least five years of relevant experience**
- Excellent communication, persuasive writing, editing and presentation skills**

**Strong project management and organizational skills**

- Excellent coordination and time management skills**
- Deadline-driven**
- Strong strategic thinker**
- Excellent analytical skills; able to quickly grasp and effectively communicate complex concepts**
- Detail-oriented and results-driven**
- Self-starter; takes initiative**
- Demonstrated success working in fast-paced, rapidly changing environment**
- Demonstrated ability to excel in a team-based environment**
- 2-4 years experience in fundraising, grant writing or grants management preferred**
- Demonstrated analytical and persuasive writing skills experience as well as superior editing skills, including ability to convey complex information in a clear manner to a diverse audience**
- Strong administrative skills and self motivated with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner**
- Intermediate to expert skills in Microsoft Office (specifically Word, Excel and Powerpoint)**
- Ability to work under pressure and respond to deadlines without sacrificing quality**
- **Ability to thrive in an entrepreneurial, team-oriented, and mission driven environment.**
- **Demonstrated interest in community economic development and the mission, vision and values of Community Work.**
- Experience with program management and global grant making preferred**

### **Salary/Benefits**

To be determined based on experience.