



Job specification

Job description

Job title	Programme and Institutional Funding Manager		
Department/Team	Fundraising and Engagement		
Job Family	PFE - Funding Partnership & Supporter Engagement	Job Code	PFE042
Reporting to	Programme and Institutional Funding Lead		
No. of direct reports	N/A	Budget holder responsibility	TBC
Location	Rwanda or Burundi (Hybrid)		
Grade	7		

Contract type	Part Time	Hours	24 hours per Week
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Role purpose

The Programme and Institutional Funding Managers work as part of a team with members based in the UK and in Africa, reporting to the Head of Programme and Institutional Funding / Programme and Institutional Funding Lead.

This role is responsible for developing and managing relationships with and funding applications for institutional donors (including governments, multi lateral banks, agencies and major foundations), ensuring alignment with Ripple Effect's strategic goals. The team is part based in the UK and part based in Africa, requiring strong English language skills and, ideally, proficiency in local languages, especially French. For those regionally based, the role will also involve engagement with philanthropists, networks, and private sector donors to develop local markets.

The Programme and Institutional Funding Managers partner with the Country Directors to help shape country level business development and opportunities.

Key responsibilities

Developing high quality proposals and applications	▪ Develop high-quality funding proposals, ensuring they meet donor guidelines and priorities. Collaborate with programme teams to prepare logical frameworks, activity plans, and budgets for funding applications. ▪ Liaise with programme staff to prepare logical frameworks, activity plans, and budgets for funding applications.
Networking and relationship building	▪ Network to build new contacts, to maintain excellent relationships with donors and major institutional funding prospects, and to develop positive partnerships with other

	organisations for project implementation and joint funding bids. Represent Ripple Effect at high level conferences and summits. ▪ Maintain good communication with staff and teams across the organisation ▪ Keep abreast of the external environment to identify emerging opportunities and trends from the external market that could benefit Ripple Effect.
Prospect and Strategic Development	▪ Work with Country Directors to shape the focus for each country market, developing opportunities for the charity. Collaborate closely with the Fundraising Intelligence and Business Development team to shape pipelines and uncover new opportunities. ▪ Lead and/or support the development of multi-country funding raising proposals for Ripple Effect's work in Africa.
Grant management and reporting	▪ Assist in the management of new and ongoing grant contracts, fulfilling donor requirements in a timely manner, including preparation of narrative and financial reports and responding to donor queries as appropriate. ▪ Keep up-to-date files and records of all programme funding activities, including updating the Ripple Effect Project system (based on the Sharepoint and Teams platform) with organisations, contacts, meetings, proposals, donor response, contracts, and reports.
Processes	▪ Ensure all internal processes are followed and records are kept up to date, including restricted funding approval processes, Raiser's Edge records, Programme Funding forecast, and document storage on SharePoint.
Other duties	▪ Ensure compliance with Ripple Effect policies especially around funding approval and all relevant legislation. ▪ Act at all times according to Ripple Effect's values and in support of its Africa Forward Together approach. ▪ To undertake other duties of a similar nature as reasonably required by the line manager.

Person specification

Experience:

- Proven experience in fundraising from institutional donors and managing complex funding applications including working with programmatic teams and partner organisations. .
- Experience in managing large funding contracts from donors.
- Experience working with colleagues from other countries, particularly in Africa.

Desirable:

- Experience in engaging with local philanthropists and private sector donors

Skills:

- Excellent communication skills in English—both written and verbal.
- Proficiency in local languages, especially French (where relevant), is highly desirable.
- Ability to synthesise complex data into clear, persuasive narratives.
- Strong interpersonal skills and the ability to work cooperatively in a team.
- Ability to put together and present a persuasive case for funding.
- Good IT skills, including the use of Microsoft Word, Excel, Outlook, and PowerPoint.
Experience of using Raisers Edge to record donor information.
- Ability to research, collate, and summarise information from a wide range of sources.
- Attention to detail and ability to follow guidelines and processes accurately.
- Highly organised with effective prioritisation skills.

Attributes:

- Commitment to Ripple Effect's mission and values of integrity, accountability, and compassion.
- Ability to work collaboratively across teams and cultures.
- Self-confident and able to take initiative.
- Responsible and accountable. Systematic and well-organised, yet flexible and adaptable.
- Willingness to travel within/to Africa / UK / USA as required.
- Highly motivated and results-oriented.

Safeguarding

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

Equal opportunities

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: April 2025
Evaluated: April 2025