

ToR for Grant Manager

Position: Grant Manager

Location: Syria-Damascus

Duration: 12 Month

Reporting to: Line/Hierarchical Manager

Start Date: [2026/10/15]

1. Purpose of the Position

The Grant Manager is responsible for managing the full grant lifecycle across the organization's portfolio, from identifying funding opportunities and developing proposals to contracting, implementation follow-up, donor reporting, and close-out. The role ensures that all grants are managed in compliance with donor regulations and organizational policies, that commitments are delivered on time and within budget, and that strong, transparent relationships are maintained with donors and partners.

2. Responsibilities and Tasks

Resource Mobilization & Proposal Development

- Identify and track funding opportunities and calls for proposals aligned with the organization's strategy and priorities.
- Lead the development of high-quality concept notes and proposals, including narratives, logical frameworks, and budgets, in coordination with program and finance teams.
- Ensure proposals meet donor requirements, templates, and submission deadlines.

Grant Management & Compliance

- Manage the grant lifecycle from award negotiation and contracting through implementation to close-out.
- Develop and maintain a grants tracking system covering key deadlines, deliverables, budgets, and reporting schedules.
- Organize grant kick-off meetings and ensure program and finance staff understand donor rules and contractual obligations.
- Coordinate budget revisions, no-cost extensions, and contract amendments in line with donor regulations and organizational policies.

Reporting & Monitoring

- Coordinate the preparation and timely submission of accurate narrative and financial reports to donors, in collaboration with program, MEAL, and finance teams.
- Monitor budget burn rates and progress against targets, flagging risks, variances, and delays to management with proposed corrective actions.
- Support audits, donor monitoring visits, and verification processes, ensuring grant documentation is complete and audit-ready.

Donor Relations & Capacity Building

- Serve as a key focal point for donor communication, maintaining strong and transparent relationships with donors and partners.
- Build the capacity of program and field teams on grant management, donor requirements, and reporting standards.

3. Required Qualifications and Experience

- Bachelor's degree in Development Studies, Business Administration, Social Sciences, International Relations, or a related field (a Master's degree is an advantage).
- Minimum of 5 years of experience in grant management, proposal development, or program management, including at least 2 years in a similar role, preferably in the humanitarian or development sector.
- Proven track record in writing successful proposals and managing grants from institutional donors (e.g., UN agencies, EU/ECHO, USAID, FCDO).
- Solid knowledge of donor rules and regulations, project cycle management, logical frameworks, and budget development.
- Strong writing, analytical, organizational, and communication skills.
- Excellent written and spoken English and Arabic is required.

4. Key Competencies

- Strong attention to detail and ability to manage multiple grants and deadlines simultaneously.
- High integrity and ability to handle confidential and sensitive information.

- Strategic thinker, results-oriented, and capable of working under pressure.
 - Adaptable and culturally sensitive, with strong interpersonal and negotiation skills.
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5. Confidentiality and Ethics

- Staff must adhere to the organization's Code of Conduct, Data Protection Policy, PSEA, and Safeguarding standards.
- Informed consent must be obtained for all personal data shared during program activities.
- Sensitive information, including donor and contractual information, must be treated with strict confidentiality and used solely for authorized purposes.

How to Apply:

Interested candidates are invited to submit their application through the following link:

[\[https://forms.gle/mJVnvkGqKm2JBZDV7\]](https://forms.gle/mJVnvkGqKm2JBZDV7)