



Grant Manager

BLUE ACTION FUND is searching for a: Grant Manager

REPORTS TO: Executive Director

LOCATION: Berlin

SALARY: Competitive

CLOSING DATE: 31 August 2023

START DATE: As soon as possible

CONTRACT: Full time preferred, part time possible, 2 years contract (with the potential of extension, if possible).

ABOUT BLUE ACTION FUND

Blue Action Fund (hereafter 'Blue Action') is a foundation financed with public funding from Germany, Sweden, France, Norway and Ireland as well as the Green Climate Fund that seeks to conserve marine biodiversity for future generations and to improve the lives of local people today. We pursue that mission by making targeted grants to non-governmental organisations (NGOs) active in the Global South. The projects we support work on marine protected areas (MPAs) and their buffer zones, targeting the most sensitive coastal waters of Africa, Latin America and Asia/Pacific, and focus on measurable outcomes in two areas:

- Newly established or better managed MPAs or networks of MPAs that result in conservation of biodiversity;
- Enhanced livelihood conditions and food security.

Our grant-awarding process is based on Calls for Proposals only. Since Blue Action's creation in 2016, we have launched several Calls for Proposals and signed more than 20 grant agreements. Our grant portfolio is expected to expand further in the coming years. Blue Action is looking for a Grant Manager to support with the administration and management of its growing grant portfolio.

THE ROLE

This position offers the opportunity to administer, manage and drive a growing grant portfolio of marine conservation projects in developing countries within one of the leading organisations funding marine protected areas globally. Based in Berlin, you will manage independently several grants in close cooperation with Blue Action's Programme Team and Management Board. As a contact person for several grantees you will be responsible for conducting due diligence checks, reviewing payment requests, reporting by grantees, scheduling and commissioning external reviews by evaluators, proper documentation and communication about the grants as well as providing general support to the grantees to comply with funding requirements throughout the entire grant cycle. Furthermore, you will assist grant applicants with the application process that includes the development of full proposals and finalisation of grant agreements. Within a small team you will be ready to support any tasks that might need to be addressed.

KEY RESPONSIBILITIES

- Support grant applicants with the application process, ranging from the development of full proposals to the finalisation of grant agreements, and ensure that these meet Blue Action's expectations and requirements.
- Track and monitor deadlines for grantee reporting.
- Review and assess reporting from grantees.
- Administer, verify, initiate and monitor payment requests.
- Ensure compliance with Blue Action's requirements and policies, e.g. procurement policy (no-objecting subcontract templates, assessing requests for procurement exemptions).
- Respond to individual questions from grantees.
- Conduct due diligence checks on potential grantees (signature verification, exclusion of terrorism lists, financial due diligence, etc.).
- Maintain and update grant database.
- Initiate and oversee external consultancies for review and audits of grants.
- Assess potential extensions and revisions of grant agreements and elaborate proposals for consideration of the Management Board.
- Support grants' communications, e.g. through Grant Fact Sheets, filing of photos and videos and other communication-related tasks.
- Ensure grantees' compliance with Blue Action's Environmental and Social Safeguard policies.
- As requested, support the development of Calls for Proposals and the appraisal of concept notes and full proposals.
- As requested, assist the development of administrative and operational procedures for the Grant Programme and the office.
- Any other tasks as requested by the Executive Director and Programme Director.

KEY QUALIFICATIONS

All candidates for the position must provide evidence of the following:

- At least 2 years of experience in grant or project administration and management.
- Bachelor's degree (minimum requirement) in a relevant discipline, such as law, public administration, environmental studies, marine biology, international development, etc.
- Experience in the field of development cooperation and/or nature conservation in the Global South.
- Understanding of various stakeholders such as grantees, project stakeholders and donors, and passion for the demanding and multi-faceted work in marine conservation and development.
- Excellent language skills in English (both oral and writing). Please note that English is the working language of Blue Action.
- Proficiency with Microsoft Office.
- Adaptability to frequently changing project requirements and needs.
- Ability to travel to project countries.
- A work permit for Germany

In addition, experience or knowledge in at least some of the following areas is desirable:

- Writing/appraisal of project proposals.
- Marine conservation/sustainable livelihoods/Ecosystem-based Adaptation.
- Working with NGOs and/or public funders.
- Additional language skills (Spanish, Portuguese, French).

ABOUT YOU

You are an energetic, self-starting individual who is able to work independently and within a small team. You are detail-oriented and process-minded but are also flexible enough to enjoy working for an organisation that is still evolving. You may come from the NGO, foundation, public administration or private sector, but you should have extensive experience in grant/project administration and management. You are comfortable working in a small organisation and understand that this means every day is different. Your key partners are situated around the globe and require excellent skills of remote and intercultural communications. You are very well-rounded and have a passion for learning and doing new things. You are ambitious, creative, helpful, and have a good sense of humour. You have written and spoken fluency in English. You are able to travel nationally and internationally.

APPLICATION PROCESS

Expressions of interest should be submitted electronically, in English. Please include in a single pdf document:

- a letter of motivation (not more than one page) indicating your salary expectations and two references,
- curriculum vitae.

In addition, please submit a memo (max. one page) what you regard as potential key challenges for Blue Action to meaningfully contribute to the Convention on Biological Diversity's global framework target to ensure that at least 30% of marine areas are conserved through effectively and equitably managed, ecologically representative and well-connected systems of protected areas and other effective area-based conservation measures.

Please send the entire application to info@blueactionfund.org, indicating in the subject line *[Your name] Grant Manager*. Deadline: 31 August 2023.