

VACANCY FOR GRANTS COORDINATOR CAGAYAN DE ORO BASED PHILLIPINES

Terms of Reference

Role: GRANTS COORDINATOR - PHILIPPINES
Overall purpose: Ensure the timely and effective implementation of Samdhana Philippines Grants program through the various projects; ensure that grantsmaking is in line with Samdhana's policies and donor requirements; Coordinate the necessary capacity development support to Partner grantees; and produce IPLC situationers and relevant information from Grantees' reports are regularly shared to Samdhana internally and for communications
Reports to: Head of Grants Program (Philippines-Mekong)
Responsibilities:
Grantsmaking implementation and coordination
1. Ensure timely implementation of the respective grantsmaking windows/ project; following the grants policy and standard procedures for facilitation, approval and management of Grantee-Partners; 2. Actively engage Grants Advisers through regularized mechanism for proposal review and approval, Advisers meetings and updating/ sharing of program updates and Grantee reports; 3. Maintain communication and coordination with Grantees; 4. Support in building collaboration with IPLC strategic partners, and identify opportunities for partnership-building; 5. Provide administrative and logistical support to the Grants Program.
Capacity Development Support (of Grantee-Partners)
1. Assist in the assessment of capacity gaps and needs of priority Samdhana Partners. 2. Assist in developing core capacity development track of Grantee Partners and strategic partners in coordination with CapDev program. 3. Support implementation of capacity development for Grantee-Partners. 4. Ensure proper documentation and evaluation of Grantee-Partners capacity-building activities. 5. Contribute to the development of IPLC capacity building standards and best practices;
Monitoring, Evaluation and Learning
1. In coordination with MEAL Officer, plan and implement grants monitoring and tracking system, including community-centered grant project evaluation, grantee audit and field visits to grantees/ community-partners. 2. Provide effective feedback/ grievance mechanism on Samdhana's grantmaking and capacity-building activities 3. Assist in knowledge management by ensuring updated grants database and feeding information and analysis to the Program Head and KMRD Unit in a timely manner. 4. Provide timely reports on the project progress, concerns and challenges from the field; and 5. Provide inputs and analysis for the regular and timely project and program reporting.
Other functions
1. Participate in institutional meetings, planning and assessment, and other related activities for program and organizational development

2. Maintain an orderly filing system for both hard and soft copies of project documents, reports, pictures, and other documents.
3. Prepare monthly work plan, monthly accomplishment report and back to office reports (BTORs) as needed.
4. Adhere to HR, Finance and Administrative policies and procedures.
5. Contribute to programmatic and unrestricted fundraising; and
6. Perform other tasks and functions as assigned by the Program Head, Deputy Executive Director or Executive Director.

QUALIFICATION

- Bachelor's degree in development studies, Social Sciences, Public Administration, Finance, Business Management, or a related field.
- At least **two (2) years of relevant work experience** in grant management, donor relations, project coordination, or a similar role in a non-profit, NGO, or development organization.
- Experience working with local and international donors, including preparing grant proposals, reports, and compliance documentation.
- Background in financial monitoring and project budgeting is an advantage.

KNOWLEDGE

- Strong understanding of grant cycle management — from proposal development, donor compliance, implementation tracking, to reporting and closeout.
- Familiarity with donor regulations and requirements (e.g., foundations, bilateral/multilateral agencies, or INGOs).
- Knowledge of community-based or environmental programs is an asset.
- Basic understanding of gender, equity, diversity, and social inclusion (GEDSI) principles in development work.

SKILLS

- Excellent written and verbal communication skills in English and Filipino.
- Strong organizational and time management skills, with keen attention to detail.
- Proficient in using office tools (MS Office, Google Workspace); knowledge in grant management systems is an advantage.
- Ability to coordinate with diverse teams and stakeholders across various locations.
- Strong analytical, problem-solving, and reporting skills.
- Demonstrated ability to meet deadlines, manage multiple tasks, and work both independently and collaboratively.

WORKING RELATIONSHIPS

Internal : DED, Grants Program, Capacity Development Program, Lifescape Program, KMU and Finance Unit

External : Partners, Government Bodies, Other Organizations and Service Providers, Other Stakeholders

OTHER

Regular Fulltime Employment
Duty station in Cagayan de Oro, Philippines
Field work and travel as needed

APPLICATION PROCEDURES

ONLY shortlisted candidates will be contacted.

Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrphil@samdhana.org at **the latest on May 30, 2025**