



## JOB DESCRIPTION

<b>Title</b>	: <b>Incoming Grants and Contracts Officer</b>
<b>Department</b>	: Fundraising Unit
<b>Project</b>	: 9F0759.01 - Representation
<b>Supervised by</b>	: Resource Mobilization Manager
<b>Supervises</b>	: -
<b>Classification</b>	: IPE48
<b>Contract type</b>	: CDI
<b>Location</b>	: Antananarivo
<b>Date</b>	: September 2025

### I. Mission of the Department:

Set up enabling conditions to raise funds from diversified sources (public finance institutions, private donors, corporates and other relevant investors and stakeholders) in order to guarantee financial stability of WWF Madagascar office and finance conservation activities; and ensure that WWF Madagascar develops and maintains strong and effective partnerships towards the implementation of the WWF Madagascar conservation strategy.

### II. Major Functions:

Under the supervision of the Resource Mobilization Manager, the Incoming Grants and Contracts Officer will ensure the management of all incoming grant contracts to WWF Madagascar. He/she is responsible for coordinating grants and contracts, supporting fundraising and proposal development process, knowledge management. He/she will also liaise with WWF Network to ensure effective coordination and donor communication.. He/she will also ensure the role of Key Performance Indicator (KPI), at the Office and Network level, Network Performance Overview and Dashboard coordinator.

### III. Major Duties and Responsibilities:

#### • Grants and Contracts Coordination:

- Lead on Donor Grants and Contracts management including support to management, reporting, revisions and close out;
- Monitor and track WWF Madagascar incoming grants and contracts for compliance with donors' guidelines, policies, procedures and contractual obligations;
- Advise and when necessary support project managers on donor guidelines, policies and procedures and contractual obligations, particularly on reporting, procurement, matching funds, spending rate and visibility requirements to ensure compliance;
- Coordinate projects reporting process as part of contractual obligations, support programme teams for timely submission
- Ensure the Fundraising and Grants database (C2G) is up to date and information are regularly shared with WWF Madagascar staff;



- Ensure coordination of contracts signing process in compliance with WWF procedures
  - Meet with project manager toward the end of the project period, preferably no later than 90 days prior to project end date, to review the status and prepare where appropriate, follow up proposals, timely documentation for no-cost extension or closing project in accordance with donor's guidelines;
- **Donors and Partners relationships Coordination:**
  - Assist the Resource Mobilization Manager in building donor relations and in attending meetings with donors as appropriate and required,
  - Coordinate communications with donors in conjunction with Project Managers, Land and Seascape Managers ,Policy and Technical Support Coordinator, and Conservation Manager in order to keep them informed on project progress as needed ;
  - Assist the Resource Mobilization Manager and the Conservation Manager in maintaining outreach with relevant international and local NGOs in order to facilitate partnerships needed for program development opportunities; .
  - Keep abreast of changing donors requirements and policies for Madagascar to ensure that information are always up to date;
  - Ensure that donors and Partners' mapping database are regularly updated with information about interaction with existing donors and records about new/prospects donors;
- **Proposal Development Support**
  - Lead and/or support proposal development teams in the fundraising process, including proposal writing and review, overall process coordination; help providing inputs such as stories, field data...
  - Contribute to the design of concept notes and presentations for potential donors.
  - Help ensure donor requirements are reflected in proposals and reports.
- **Knowledge Management:**
  - Coordinate the preparation of the annual report and conservation KPIs and WWF Country Office Dashboard sections and to ensure delivery of Network Performance Overview Dashboard 'workbook' to the MDCO SMT and International.
  - Coordinate the filling of any WWF Network mandatory database related grants, fundraising and partnerships
  - Assist the Resource Mobilization Manager in the production of analysis using grants and fundraising database to support Fundraising planning and decision making;
  - Coordinate with the IT team on the permanent effort to improve the usability and practicality of grants and fundraising database;
  - Coordinate with the Finance team on the production and analysis of financial data (secured funding, funding needs, funding gaps, burn rate...)



Performs other duties as assigned.

#### **IV. Profile :**

##### **1. Required Qualifications and experiences :**

- University degree (at least 4 years) in Project Management, Development Study, International Relations, Social Sciences or any related field
- A minimum of 5 years' professional experience in project management and Donors grants and contracts management ;
- Experience working with government and different category of donors: public sector, foundations, private sector;
- Experience working with international organizations involved in environmental and/or development;
- Significant and sustained experience in coordinating the preparation and submission of proposals;
- Familiarity with bilateral/multilateral donors and Private donors (Foundations and Corporates) requirements and working procedures;
- Good skills in finance and financial data analysis
- Proficiency in database management and knowledge management
- Excellent written and oral communications skills, fluency in French and English languages;
- Excellent computer skills (word-processing, spreadsheet, database, e-mail...).

##### **2. Required Skills and Competencies:**

- Excellent planning and organizational skills;
- Excellent interpersonal skills, including the ability to develop and maintain strong relationships at all levels within WWF and with donors and, as required, with other external stakeholders;
- Ability to work within a multicultural environment;
- Dynamic, responsive disposition;
- Open, adaptable, team spirit;
- **Ability to work within tight deadlines** Adherence to WWF's values, which are: *Courage, Respect, Integrity, Collaboration*

#### **VI. Working Relationships:**

##### **1. Internal:**

The Incoming Grants Coordinator interacts and works closely and on a regular basis with programmatic staff in all WWF MDCO offices and within the framework of WWF International. It includes:

- Country Director;



- Conservation Manager;
- Policy and Technical Support Unit Coordinator
- Finance & Administration Manager;
- P&C Manager;
- Landscape Leaders;
- Senior officers;
- Relevant WWF-International and WWF Network as appropriate.

## **2. External:**

The Incoming Grants and Contracts Officer interacts as required with donors and partners and other stakeholders in collaboration with the Resource Mobilization Manager and other SMT members, as appropriate.

## **VII. Expected Results:**

WWF MDCO's donor relations are developed.. Donors Contracts are well managed, Grants performance is tracked through quality and well managed database. WWF MDCO, through his project managers, submit project proposal which respond to the donors specification. Donors' reports are in compliance with their respective requirements.

This job description covers the main tasks. Other tasks may be assigned as necessary according to organisational needs.

Prepared by Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_

Approuved by P&C Manager : \_\_\_\_\_ Date: \_\_\_\_\_

Approuved by Country Director : \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by the employee : \_\_\_\_\_ Date: \_\_\_\_\_