

# **RACHAM EMPOWERMENT AND HUMANITARIAN FOUNDATION**

**Job Title: Program and Grants Officer**

**Organisation: Racham Empowerment & Humanitarian Foundation**

**Working 70% Remotely**

**Location - Abuja Nigeria**

## **About Us**

***RACHAM Empowerment and Humanitarian Foundation*** is a leading empowerment and humanitarian organization dedicated to making a positive impact in Africa. We are driven by a strong commitment to addressing the unique challenges faced by individuals and communities across the continent, with a focus on promoting empowerment, equality, and sustainable development.

**Our Vision:** Creating Empowered communities, Transforming Lives. At Racham Empowerment and Humanitarian Foundation, our vision is to Break the cycle of needless death, illiteracy, hunger and hopelessness, for lack of basic needs like food, education, shelter and medicals.

**Mission:** The RACHAM Foundation is dedicated to empowering individuals and communities across Africa by addressing pressing social, economic, and environmental challenges. Through our humanitarian efforts, we strive to uplift marginalized communities, promote gender equality, ensure access to quality education and healthcare, support sustainable livelihoods, protect the environment, and advocate for the rights of vulnerable groups. We work closely with local partners, governments, and stakeholders to design and implement sustainable solutions that address root causes, generate positive change, and build resilient communities.

## **Position Overview**

The Programs and Grants Officer will identify funding opportunities, develop grant proposals, and oversee the implementation of grant-funded projects. This

role involves collaboration with internal teams and external stakeholders to ensure successful execution of our mission-driven programs.

### **Key Responsibilities:**

#### **Grants Development and Management**

1. Identify and research grant opportunities from government agencies, international donors, foundations, and other funding sources
2. Develop and write compelling grant proposals and funding applications tailored to our key thematic areas.
3. Build relationships with potential donors and partners to expand funding opportunities
4. Manage and monitor grant-funded programs, ensuring they meet objectives, timelines, and budgets
5. Coordinate reporting to funders, providing detailed updates on progress, outcomes, and financial management
6. Collaborate with internal teams to align programs with organizational goals and donor expectations
7. Oversee the preparation and submission of required documentation for grants and funding proposals
8. Stay informed of trends and best practices in grant funding and program management within the NGO sector

#### **Program Coordination**

1. Plan, coordinate, and monitor grant-funded programs, ensuring objectives, timelines, and budgets are met

2. Collect and analyze program data to evaluate impact and improve project outcomes
3. Prepare comprehensive reports for donors and stakeholders, highlighting progress, challenges, and results
4. Ensure program activities align with the organization's mission and goals
5. Liaise with community leaders, beneficiaries, and other stakeholders to foster strong relationships and support for projects

### **Organizational Support**

1. Maintain accurate records of grant applications, funding, and program activities
2. Collaborate with team members to align grant proposals with organizational goals
3. Stay informed on trends in grant funding and program development in the NGO sector
4. Develop and maintain effective working relationships with internal teams and external stakeholders
5. Participate in organizational planning and strategy sessions to ensure alignment of grant initiatives
6. Assist in developing and implementing standard operating procedures for grant management

### **Qualifications and Skills**

#### **Required Qualifications**

Bachelor's degree in Public Health, or any of the sciences or Social Sciences  
Qualifications

Proven experience in grant writing and program coordination, preferably in an NGO or development setting

Strong communication and writing skills, with the ability to craft persuasive grant proposals

Knowledge of community development issues in rural and underserved areas, particularly in Nigeria

Exceptional organizational and time management skills

Ability to work with volunteer team members, independently and manage multiple deadlines

Familiarity with donor expectations and funding mechanisms is an advantage

Preferred Attributes

Experience with Health, education and program implementation

Basic knowledge of monitoring and evaluation (M&E) techniques

Proficiency in grant management tools or software

Passion for community development and faith-based initiatives

## **How to Apply**

### **Required Documents**

- \* A detailed CV
- \* A cover letter highlighting relevant experience
- \* Samples of successful grant applications (if available)

### **Submission Details**

Email your application to: [ufedo@rachamehf.org](mailto:ufedo@rachamehf.org)

Subject line: "Application for Programs and Grants Officer"

Application Deadline: January 3rd, 2025

Note: Only candidates who meet the qualifications will be contacted for further steps in the recruitment process.



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