



## Fundraising and Compliance Manager

Based in Morocco

### Job Description

**Oxfam's vision** is a just world without poverty: a world in which people can influence decisions that affect their lives, enjoy their rights, and assume their responsibilities as full citizens of a world in which all human beings are valued and treated equally.

Oxfam's programs in the North Africa sub-region have a one-program approach, working in humanitarian response, development and influencing, with the ambition of increasing the role of civil society in influencing & advocacy and knowledge-for-impact both within and beyond the countries where Oxfam works.

*Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.*

<b>Internal Job Grade:</b>	C2
<b>Type of Contract:</b>	<b>NATIONAL CONTRACT.</b> Full time per National Staff Terms and Conditions / <i>Règlement Intérieur</i>
<b>Annual Salary &amp; Benefits:</b>	According to Oxfam salary scale and HR policy & conditions in Morocco
<b>Starting Date:</b>	Soonest possible
<b>Reporting to:</b>	Fundraising and Compliance Lead
<b>Staff reporting to this position:</b>	Grants and Compliance Officers

#### Job purpose

The Fundraising and Compliance Manager (FCM) will support the Fundraising and Compliance Lead in the development, implementation and review of the **country programmes' fundraising strategy**; build business relationships with a range of **donors and Oxfam Affiliates**, identify strategic funding opportunities and lead the development of high-quality **concept notes, proposals and tenders**. The post holder will also lead and manage the Grant and Compliance Team in Morocco which is responsible for ensuring **compliance** with Oxfam's, Government of Morocco's and donors' grant management requirements, under the line management of the Funding and Compliance Lead. As member of the Senior Management Team, the post holder will advise the Country Director on donor engagement, risk management and compliance quality in overall program implementation. The FCM will be responsible for i) developing and implementing the **resource mobilisation strategy** for the office of reference; ii) building **partnerships with donors, Oxfam affiliates and civil society stakeholders**; iii) **working closely with the program team** to develop innovative programs for submission to donors; iv) addressing key **financial and reputational risks** and v) ensuring that there are **strategies** in place to maintain adequate skills and capacity, staffing and income within the portfolio of the office. This role is based in Morocco and will contribute to build new proposals and partnerships or to contribute to grants programs implemented in North Africa under the coordination of the office.

## **Key Responsibilities and Accountabilities**

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### **New Business development:**

- Actively identify, qualify and track funding and partnership opportunities in a systematic manner in pursuit of supporting Oxfam's programs, with Oxfam Affiliates, institutional donors and others.

### **Proposal Development:**

- Lead proposal development processes, ensuring realistic planning, inclusive and quality risk assessment, quality programme design, narrative and budget development and internal approvals;
- Providing direct support to programme staff, editing and writing sections in proposals and drafting concept notes to ensure they are in line with donor information needs and application requirements.

### **Bid Development:**

- Prepare all necessary groundwork for proposal development and bid management, helps assemble bid development teams;
- Provide effective bid project management and undertakes quality assurance of high quality and competitive proposals to successfully secure institutional donors' funds at scale.

### **Strategic Donor Engagement:**

- Leads key donors' engagement plans, in close collaboration with Affiliates and regularly gathers intelligence on key donors' approaches and priorities;
- Together with the Fundraising and Compliance Lead, ensure the management and building of Oxfam's relationships with institutional donors' representatives within a country or multi-country frame, as needed;
- Proactively engage on a strategic basis to facilitate technical program exchanges, influence policy and thinking, and identify key areas of potential cooperation, including program funding.

### **Resource mobilization strategies:**

- Leads the design and implementation of resource mobilization strategy.

### **Coordination:**

- Coordinate country-level Bid, with relevant Oxfam staff in Program and Partnership team, the Influencing and Advocacy team, with partner affiliates;
- Gather key information to inform the bid or non-bid decision for country proposals that involve programmatic footprint;
- Involve on business development activities with active engagement in Oxfam's coordination mechanisms to facilitate collaboration across teams, countries and with affiliate teams, ensuring support to the finance, logistics, HR and programme teams in relation to grant compliance for restricted and unrestricted funds, including donor budgeting and reporting requirements and contractual compliance;
- Support the Program and Finance Team in ensuring proper recording and management of information in compliance with Oxfam's internal donors database and with the utilisation of internal systems for project and contract management.

### **Management:**

- Guarantee that the team of Grants and Compliance Officers have the capacity needed to deliver on their responsibilities, advise management as needed on recruitment, risk identification, skills training and capacity building and help ensure that Oxfam is adequately resourced;
- Directly line manage the Grant and Compliance team, ensuring implementation of Oxfam's performance management policy and procedures;
- Participate in, and lead where appropriate, senior management processes, contributing to the overall management and leadership of the country programme, leading in the resourcing of funding team posts as required, developing job descriptions, adverts and leading on interview and selection processes;
- Strengthen the capacity of the funding team and local partner organisations' teams in relation to grant management and donor compliance.

## Technical Skills, Experience & Knowledge

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### Essential

- A university degree - or equivalent - in Social Sciences, Business Administration, Law, Economics or International Development or other relevant experience.
- At least 5 years of demonstrable experience and success in engaging with bilateral and multilateral donors for an international agency; ability to design projects, devise and implement resource mobilisation strategies and identify new business opportunities and partnerships.
- Strong written skills with proven experience of developing quality proposals and reports and securing income, and a high level of analytical skills and critical thinking.
- Solid experience, very good knowledge and understanding of the donor and funding context, environment and key players in the specific country – and of key issues of development and transition.
- Experience of working with and coaching technical teams to develop complex program proposals that are funded by institutional donors.
- Ability to work within a multicultural, multilingual, and multidisciplinary environment.
- Work effectively with others in a team across institutional boundaries and business units. Proven ability to utilise talent and expertise of team members to achieve objectives.
- Solid understanding and convictions of a rights-based approach and gender sensitive, and experience in the NGO sector.
- Good familiarity with government decision-making processes, both political and technical, including budget processes, appropriation, protocols, and communications.
- Strong verbal and written communication, networking, representational, and negotiation skills. Excellent command of English and French; good knowledge of Arabic is desirable.
- Strong writing skills and strong ability to identify and articulate strategic and policy issues through effective oral and written briefs.
- Ability to make effective, timely decisions and take prudent risks.
- Experience of skills capacity building in relation to program funding or related field.
- Good knowledge and awareness of issues related to Oxfam's strategic objectives and theories of change
- Experience with key institutional donors' guidelines and procedures of main recognized donors (EU, GAC, DFAT, DFID, ECHO etc).

### Application Procedure

Interested individuals must send their application (motivation letter & curriculum vitae) no later than December 30, 2022 to [recrutement.maroc@oxfam.org](mailto:recrutement.maroc@oxfam.org).

In case further clarifications are needed before the applications submission date, please do not hesitate to contact us via email.

**Applicants from diverse backgrounds and nationalities based in North Africa or elsewhere in the MENA, and/or have proven experience in this region, are encouraged to apply.**

Only shortlisted candidates will have their application acknowledged.

***Oxfam is an equal opportunity organization***