

**Position Announcement:** Consultant, Grants and Compliance

**Category:** Consultancy position (open to part time or working from home)

**Reports to:** Global Liaison Officer and Trustees of DAI

**Location:** United Kingdom (flexible with occasional travel to London)

**Salary:** Salary and benefits will be competitive and commensurate with experience  
(Please indicate your expected rate)

**Hours/ Week:** up to 32 hours (flexible)

**Education:** Bachelor's degree required

**Years of Experience:** Minimum three years of experience in grants management, grant writing and development

**Closing Date:** December 20, 2021

### **Organizational Profile:**

[Dignity Alliance International \(DAI\)](#) is an established UK based charity that seeks to empower local organisations, communities and individuals in South Asia to claim the power to end violence against women and children and all forms of modern slavery, and to bring their experience and knowledge into public policy. We undertake this through awarding grants to community-based organisations in South Asia.

### **Position Description:**

The consultant will work closely with the Trustees and India-based team, including members of the Programs, Finance and Communications departments. This individual will contribute significantly toward securing revenue to support the Dignity Alliance International's mission and to ensuring effective interdepartmental collaboration in support of our key funders.

The position would be a long term assignment with us.

We are seeking a mission-driven professional with development experience to help us manage our fundraising activities with major donors, corporations, foundations, government agencies and other philanthropic institutions. As the lead writer on proposals and reports to major donors, the Grants and Compliance Consultant will play an essential role in the organisation's ability to serve as an ambassador with funders and other community partners. The consultant will also oversee and maintain the organisation's compliance responsibilities in the UK. The position is intended as a long term consultancy.

### **Duties and Responsibilities**

#### Grant Writing and Management:

- Collaborate with India teams (Programs and Fundraising) to create compelling grant proposals and funding requests;

- Coordinate with relevant staff in order to solicit timely and appropriate input/ review of grant proposals prior to submission deadlines;
- Review guidelines for all funders' proposals and reports to make sure all submissions are accurately formatted and include all required information, including budgets and materials;
- Create and manage the grant proposal calendar. Maintain current pipeline to reflect all grant activity;
- Track donor reporting needs, deadlines, and action items;
- Complete impact reports, in coordination with India teams, required for foundations and corporate donors by working with the program and monitoring & evaluation teams;
- Work with the Trustees to support and manage donor cultivation, solicitation and stewardship strategy for grants. Track current grant cycles and renewal processes and ensure stewardship to secure continued funding.

#### Prospect Research:

Conduct targeted research to identify new donors, institutional and corporate, and assist India team to grow the existing portfolio of funders to ensure that Dignity Alliance International maintains a diverse portfolio of funders.

#### Data Integrity:

- Manage the development database to ensure that data is up-to-date and accurate;
- Maintain records of all major donors, corporate/foundation and institution interactions e.g. grant agreements, report requirements or documentation of calls and meetings; and
- Design and manage ongoing development of the system to meet the needs of the development department

#### Compliance:

- Reporting to the Charity Commissioner with relevant support from the Trustees; and
- Support the auditing process with the auditor, wrt having relevant documentation in place

#### Other:

- Work with India fundraising team to schedule Dignity Alliance International board meetings, put together board packs and take minutes and notes during meeting;
- Act as a liaison for donors in the UK. Working with India teams and DAI Trustees to arrange meetings with donors, and briefing Trustees in advance of these meetings;
- Support general fundraising activities, as needed;
- Perform other duties as assigned

#### **Qualifications:**

- Bachelor's degree
- 3 years of grants management, grant writing and development experience;

- Knowledge on the funder landscape and an engaged network;
- Knowledge on UK compliance and Charity Commission rules and procedures;
- Excellent written and verbal communication skills;
- Experience with budgeting and budget development. Basic financial management skills;
- Team player, self-sufficient, motivated and able to take initiative in all situations;
- Ability to function effectively in a fast-paced, entrepreneurial and inclusive environment;
- Advanced computer skills; database experience a plus;
- Ability to work well independently with minimal supervision and as part of a team; works well with diverse styles and personalities;

**Application Information:**

Please submit the following at [info@dignityallianceinternational.org](mailto:info@dignityallianceinternational.org) on or before **December 20, 2021**, with the following:

1. A thoughtful cover letter outlining your interest in the position and how your qualifications align with the above requirements;
2. Current resumé; and
3. Salary requirements

Due to the volume of responses, only candidates selected for an interview will be contacted.