

Basic Information			
Position Title	Lead - Grant Management	Location	Mumbai
Organizational Relationships			
Position reporting to	Senior Lead – GROW		
No. of direct reportee	0		
Job Purpose			
<ul style="list-style-type: none"> - Execute grant management (GM) for GROW - Manage co-ordination with GM agency and manage their performance - Manage compliance for GROW with support of EdelGive Governance Team - Finalize grant monitoring framework including (M&E) with M&E lead - Define reporting and ensure all data collection, data integration, aggregation and reporting happens on schedule. - Understand scope of GM for agency, monitor progress and manage agency relationship - Manage performance of GM agency - Support review and analysis of reports, and preparation of report summaries 			
Key Responsibilities			
Managerial Responsibilities	<ul style="list-style-type: none"> - Manage grants for high performance, compliances, evaluations - Effectively coordinate with EdelGive teams, Agencies, NGOs for management of GROW grants 		
Functional Responsibilities	<p>Core responsibilities</p> <p>Grant making and grant management</p> <ul style="list-style-type: none"> - Review of final grant applications by selected NGOs with agency - Coordination with GROW, EdelGive Investment, Governance Teams for reviews - Coordination with NGOs for completing review process - Finalising grant applications for approvals - Preparing investment notes for approval - Prepare agreements and disbursements <p>Monitoring</p> <ul style="list-style-type: none"> - Help in identifying parameters of monitoring and finalise grant monitoring frameworks with agency with support from M&E lead - Review and presentation of progress reports and utilisation of grants. - Maintain regular updates for grant progress - Plan evaluations of grants with agency and ensure quality execution. - Support Senior Lead-GROW in donor reporting <p>Capacity building</p> <ul style="list-style-type: none"> - Support capacity building activities of GROW <p>Other responsibilities</p> <ul style="list-style-type: none"> - Coordination with NGOs for reports, field visits, and other support for GROW - Support GROW Leadership for preparing internal and external briefs - Any other responsibilities assigned 		
Job Requirements			
Qualifications	Bachelor or Masters in Social Work /Sociology/ Development Studies/ Business studies		
Experience	10 years of social sector experience with exposure to grant management		
Functional Competencies	<ul style="list-style-type: none"> • Domain knowledge • Corporate Social Responsibility 		

	<ul style="list-style-type: none">• Due Diligence
	<ul style="list-style-type: none">• Communication skills (Oral and Written)
Behavioural Competencies	<ul style="list-style-type: none">• Problem solving
	<ul style="list-style-type: none">• Critical thinking
	<ul style="list-style-type: none">• Work with minimum supervision
	<ul style="list-style-type: none">• Teamwork