

ROLE PURPOSE

Role Title: Global Grants
Manager

Division: Programs and
Partners

Location: Australia

Date: May 2026

Employment type: Full time,
Permanent

Reports to: Head of Global
Program Implementation

**Number of direct
reports:** Nil

Leadership Band:
Lead others

Purpose of the role:

The Global Grants Manager is a critical senior programs role overseeing the successful delivery of all institutional and major philanthropic donor-funded grants managed by The Foundation. This role is accountable for ensuring consistent grant management standards, donor engagement, donor compliance and quality assurance across all grants managed by The Foundation. The role leads the development of standardized tools, ensures the successful transition of new awards, is the Subject Matter Expert for organisational system enhancements around grant management, and leads capacity strengthening of in-country grant coordination capacity. In addition they will directly manage multi-country grants and smaller grants as required.

The **Global Grants Manager** will own the following outcomes:

- Lead **capacity strengthening** for country program teams on donor compliance, grant management standards, and internal control systems to ensure timely, accurate and high quality reporting, donor engagement and grant close out
- Lead management of **multi-country grants and grants where FHF does not have an office**, ensuring seamless implementation with country teams, compliance and performance while coordinating with relevant technical specialist and Markets as necessary
- Provide operational guidance to country teams on grants administration, including and **management of donor platforms** that span across grants implemented in various countries (e.g., DFAT – Smarty Grants, etc.).
- Support bid development process to ensure that grant management considerations (reporting, resourcing, past grant management lessons etc.) are adequately integrated into new proposals.
- Coordinate structured process of **handover of newly awarded grants** from the Business Development teams into implementation, ensuring clarity on deliverables, budgets, and compliance requirements and grant leads
- Lead the review of Implementing partnership agreements in alignment with donor requirements to ensure alignment with donor grant requirements and contractual obligations (excluding ANCP-funded grants).
- Provide technical guidance on donor rules and regulations to grants roles and country teams to ensure compliance.
- Conduct routine **quality assurance audits of grant records** and documentation within the grants accelerator system to ensure data accuracy and completeness for wider organization visibility.
- On an ongoing basis lead the development and maintenance of organization-wide standardised **grant management tracking systems**, dashboards, and reporting calendars to strengthen on-time delivery of milestones, reporting, and donor engagement, working with other stakeholders to ensure integration with other processes.
- Ensure compliance during **grant development by upholding organizational policies**, standards, and program design processes to enable consistency and internal alignment.
- Provide **targeted support to country teams** during grant negotiations and contract variations, ensuring proposed changes align with donor requirements and organizational priorities.
- Coordinate the documentation, maintenance and management of systems and processes relating to the grants, partnerships and sub-grant agreements.
- Manage and support any staff that may be assigned to the grants management team.
- Participate in partner, donor and networking meetings and events to establish and maintain relationships and stay abreast of development trends.
- Other tasks as requested by your manager.

Essential Experience & Skills:

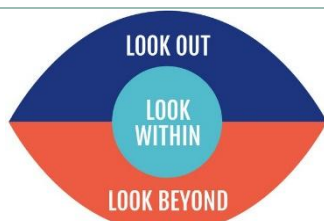
- Five to eight years previous experience working with an International non-governmental organisations in the area of program development, grants management, and/or project management.
- Previous project and grant management experience with major institutional donor
- Experience working on international development projects with INGOs or similar organisations.
- Knowledge of donor contracts and agreements.
- Experience building capacity of teams in grant management functions

- Excellent budget management and analysis skills.
- Excellent English written and verbal communication skills.
- Understanding of institutional donors' funding, grant and development approaches.
- Strong attention to detail and ability to work under and meet strict deadlines.
- Understanding of international development landscape and government priorities.
- Strong written, verbal and cross-cultural communication skills.
- Highly proficient in Microsoft Office Suite, especially Word, Excel, and Power-point. System-minded: ability to think through work flows and system optimization to streamline and automate tasks
- Good analytical and problem-solving skills
- Demonstrated capacity to work effectively in cross cultural / mixed language environments.
- Ability to be flexible/adaptable in the face of changing priorities.
- Ability to work independently, take initiative, set priorities and support programs.

Our Capabilities

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Desirable Experience:

- Direct experience of managing large institutional grants
- Knowledge of eye health programming
- Experience in grant writing for international development.
- Experience in managing institutional grants.
- Experience with budget development and monitoring.
- Understanding of the project management cycle including project development/design, implementation and monitoring and evaluation.

Qualifications:

Tertiary qualifications in a relevant field, e.g. International development or public health.

Travel:

Availability to travel domestically, regionally and internationally.

The position involves:

- This position is recognised as having "Contact with Children" either direct or indirect
- Preparedness to undergo background checks including criminal records check and qualifications check.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.