

# ROLE PURPOSE

**Role Title:** Grants Coordinator

**Division:** Programs

**Location:** Vietnam or Philippines

**Date:** July 2025

**Employment type:** Full time, Permanent

**Reports to:** Senior Grants Coordinator

**Number of direct reports:** 0

**Leadership Band:** Lead Self

## Purpose of the role:

The **Grants Coordinator** is accountable for supporting the grants management and administration, donor engagement, and successful delivery of all the institutional donor-funded grants and projects predominantly in the Foundations work in Asia in line with The Foundation's strategic framework.

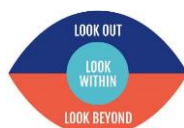
The **Grants Coordinator** will own the following outcomes:

1. Provide ongoing grants management support for assigned grants, through coordination with country teams, to ensure all donor reports and deliverables are submitted in accordance and compliance with the contract and cascaded to downstream partners through partner contract reviews.
2. Support the completion and submission of periodic donor narrative and financial reports.
3. Ensure all contractual and project implementation documentation for assigned grants is updated and maintained throughout the life of the project and contribute to the ongoing monitoring and strengthening of compliance with donor requirements, in line with the broader grants management work plan.
4. Support the creation, systemisation, maintenance and management of systems and processes relating to the grants, partnerships and sub-grant agreements (including tracking sheets and filing systems)
5. Coordinate the inception phase of new grants – including contract review, compliance checklists, reporting templates and schedules, and inception workshops.
6. Work with the country programs in realignments and grants modification processes; supporting grants close out, as needed.
7. Support internal narrative, business development initiatives and financial reporting requirements.
8. Support in capacity building for country programs' teams on donor compliance, report writing, project and budget monitoring, record keeping, and grants management. Contribute to the wider Grant Management team and Scaling Impact team meetings and work plans.
9. Other tasks as requested by your manager.

## 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.



## Essential Experience:

- Strong previous experience working with an International non-governmental organizations in the area of programs development, grants management, and/or project management
- Previous project and grant management experience with major institutional donors such as DFAT, USAID, EU etc.
- Experience working on international development projects with INGOs or similar organisations.
- Knowledge of donor contracts and agreements.
- Excellent English written and verbal communication skills

## 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.
- Proven planning and organizing abilities.
- Experience in providing administrative and coordination support to teams.
- 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 and maintain a sense of humor.
- High Integrity and ethics.

## Desirable Experience:

- 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

- Ability to work independently, take initiative, set priorities and support programs.
- Ability to prioritize high volumes of work to meet tight deadlines

#### **Qualifications:**

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

#### **Travel:**

Available to travel domestically, regionally and internationally.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

#### **The position involves:**

This position is recognised as having “Contact with Children” either direct or indirect  
This position does not involve “Working with Children” either direct or indirect.

#### **Additional Responsibility:**

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

#### **To work in The Foundation, you will:**

- Be eligible to work in the country where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children