

# ROLE PURPOSE

<b>Role Title:</b> Portfolio Fund Manager	<b>Division:</b> Program & Partners	<b>Location:</b> Addis Ababa, Ethiopia	<b>Date:</b> Feb 2026
<b>Employment type:</b> Full time, Fixed term (3 years)	<b>Reports to:</b> Head of Programs	<b>Number of direct reports:</b> None	<b>Leadership Band:</b> Leads Self.

## Purpose of the role:

The Portfolio Fund Manager role provides strategic leadership in grant development and contractual management for large, complex portfolios. It drives donor engagement and stakeholder relations, ensuring compliance, timely reporting, and alignment with organizational priorities. Additionally, it strengthens country-level capacity and serves as the primary liaison for global oversight and donor accountability.

## The Portfolio Fund Manager will own the outcomes of:

### 1. Portfolio Funding Development and Contractual Management:

- Contribute to Ethiopia grant development, proposals review, variations, and No-Cost Extensions (NCEs) as a member of the bid development team. Coordinate the input of Ethiopia stakeholders into the bid development process.
- Review grant agreements, amendments and cascading partner contracts to ensure alignment with approved proposals, budgets and donor conditions and identify contracting challenges for response or escalation.
- Support the negotiation and documentation of contract variations, and amendments in coordination with project managers, legal, and finance teams.
- Track contractual obligations with deliverables, and report schedules across the grant lifecycle, ensuring timely fulfilment and follow-up.
- Collaborate with the bid manager to ensure grant record fields are updated appropriately and grant is moving through correct stages in Accelerator Project Management System.
- Coordinate with Global Office finance systems and Commercial Finance Coordinator Programs and Grants to ensure generation of donor codes for newly onboarded donors in the Foundation.

### 2. Portfolio Fund Monitoring, Reporting and Donor Engagement

- Support Program Managers to track project delivery in line with grant and identify and act on any implementation risks as they arise.
- Lead donor communications for ongoing grants, ensuring timely, accurate, and compliant engagement with donors, including routine updates, issue management, and coordination of formal correspondence in line with contractual obligations.
- Coordinate closely with the global relationship manager and/or Market Lead for relevant grants to ensure a joined up, strategic approach to donor engagement that meets short- and long-term objectives for the relationship.
- Coordinate the preparation and review of periodic donor narrative and financial reports, with relevant internal stakeholders, including recognising when to involve technical advisors to review the reports for technical soundness.
- Ensure timely submission of donor reports through appropriate donor communication channels, directing submissions to designated contract holders, including market-based donor representatives where applicable.

### 3. Capacity Strengthening and Support:

- Lead capacity strengthening initiatives for Program Managers and implementing partners on donor compliance, grant management standards, high quality reporting, and internal contracting processes
- Serve as the main point of contact between the country program and the Global Grant Manager, providing timely updates on grant performance, compliance risks, and escalating matters requiring global or donor engagement.
- Implement and reinforce grant management standards, tools, donor platforms, and compliance guidance established by the Global Grant Manager, ensuring accurate country-level documentation, and reporting inputs to support organization-wide oversight and donor accountability.

### 4. Grant Record Maintenance and Donor Compliance:

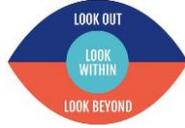
- Develop and uphold filing protocols to ensure that all grant documentation is accurately maintained and updated throughout the project lifecycle, in compliance with donor requirements and organisational filing norms.
- Ensure the timely and accurate updates to grant records within the Accelerator Project Management System. Support the Country Manager, the national team and global teams (finance, legal, systems) to understand and uphold donor compliance requirements in The Foundation's processes and program management.

**5. Active engagement in global Grants Management Community of practice and associated initiatives:**

- Support **CQI of Grants Management at The Foundation:** Develop strong business relationships across The Foundation and support cross-divisional shared initiatives related to grants management, donor engagement, bid development and donor compliance, including continuous quality improvement initiatives to systems, processes and ways of working.
- Collaborate closely with the Global Senior Grants Coordinator, Cluster Finance Manager and Commercial Partner for Programs and Grants to ensure there is a coordinated approach to grant management in Ethiopia and maintain strong relationships.
- Collaborate closely with relevant technical advisors, to ensure project quality and alignment.

**6. Other tasks as required by your manager**

**Our Capabilities:**



**As a member of The Foundation Family you will:**

- Live by the values of The Foundation and support The Foundation’s culture, performance and brand.
- Adhere to all The Foundation’s policies and procedures.
- Strengthen health, safety and well-being of all/look out for the well-being.

Lead, collaborate and contribute in all interactions.

**Essential Experience:**

- At least 10 years extensive experience managing the lifecycle of complex grants for a diverse range of institutional donors in the international development sector.
- Strong experience on building skills in grants management with staff and partners.
- Strong diplomatic experience communicating with donors, both verbally and in writing.
- Strong experience drafting, reviewing and negotiating contracts with donors and implementing partners ( e.g. government, multi-lateral and other non-government agencies)
- Strong experience working with government partners in Ethiopia to deliver compliant and effective projects

**Skills:**

- Skills transfer and capability building
- Grant development, budgeting and costing
- Donor engagement and communication
- Grant management, monitoring, financial tracking
- Contract review and negotiations.

**Desirable Experience:**

- Experience managing partners and / or grants in Public Health
- Experience utilising grant management systems and tools
- Experience with data visualisation and dashboards

**Qualifications:**

**Master’s Degree in Finance, Accounting, Economics, Project Management, or Development,** Certification in ACCA added advantage.

**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:**

All staff are required to ensure that the work for which they are responsible is carried out in ways, which safeguards the health and safety of workers, partners and beneficiaries.

**Travel:**  
Domestic/International

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

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

- Be eligible to work in the country where this role 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