



REPORTS AND GRANTS OFFICER JOB DESCRIPTION

Position: Reports and Grants Officer

Job Location: EPIC Field Office in Erbil, KRI, Iraq

Employment Term: 6 months initial term, with potential for renewal based on performance. Preferably starting by November 1, 2021

Employment Type: Full-time

Starting salary range: Commensurate with experience

Required Education: Bachelor degree

Required Experience: 2 to 4+ years

Related Categories: Research, editing, writing, management

Languages: Native or proficient fluency in English required

Posted: September 24, 2021

Application deadline: October 8, 2021

ABOUT EPIC

Enabling Peace in Iraq Center (EPIC) is an international nonprofit organization dedicated to the advancement of peace and development in Iraq. Founded in 1998, EPIC is headquartered in Washington, DC, with a field office in Erbil. The Center has a long history of working directly with civil society leaders and communities across Iraq to support vulnerable populations, monitor human security, and inform public policy. EPIC's ultimate vision is a safe and prosperous Iraq in which all citizens live free from want and fear, and with dignity. The Center is currently focused on supporting Iraqi efforts to improve governance and human rights, promote peace and recovery in conflict affected areas, and combat climate change while mitigating its impact on vulnerable populations.

POSITION SUMMARY

EPIC seeks a dynamic, qualified, and highly motivated individual to fill the full-time position of **Reports and Grants Officer**, working in close coordination with our field office in Iraq and our DC-based team.

Strong applicants will demonstrate a proven ability in conducting research, seeking grants and building donor relations, writing reports, and developing and writing proposals. This position requires excellent written and verbal communication skills in English; strong interpersonal skills and ability to multi-task while maintaining attention to detail.

The Reports and Grants Officer reports to EPIC's Country Representative and Program Manager, works closely with the Executive Director, and may supervise one or more interns.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serve as the point person oversee the implementation and execution of the organization's fundraising strategy to meet year-end goals.
- Research, identify, assess, and develop new fundraising opportunities.
- Maintain strong relationships with existing donors and partner organizations.
- Identify and contact potential new donors to establish and maintain good relationships with them.
- Develop, prepare, write and submit grants, proposals, applications, concept notes, EOIs, and MoUs.
- Maintain databases and systems for recording and tracking grant proposals, awards and related statistical information.
- Monitor and coordinate the administration of post-award grants to ensure compliance with budgeting and administrative policies, proper operating procedures, and donor agency requirements.
- Manage administrative problems and/or budget changes occurring during the awarded granting period.
- Create and submit reports to donors, partner organizations, and other stakeholders in an organized, clear and timely manner that meets stakeholder needs
- Maintain and update a calendar of upcoming applications and reporting deadlines.
- Stay up-to-date on grant funding policies, regulations, and procedures for different entities such as national and international NGOs, government-funded projects, and UN Agencies.
- Attend meetings, capacity-building workshops and trainings as needed.
- Accomplish other tasks and duties as they are assigned with attention to detail and thoughtful ability.
- Contribute to a positive solutions-focused work environment with all colleagues, including interns.

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree is required.
- Proven experience in fundraising and proposal writing.
- Fluency in English with superior writing/editing skills. Proficiency in Arabic is a plus.
- At least 2-3 years of experience working in grants management and organizational development.
- Proactive problem-solver with a strong work ethic and sense of responsibility.
- Strong interpersonal skills and the ability to work collaboratively within EPIC as well as develop external relationships with potential donors.
- Experience successfully managing diverse donor-funded programs.
- Demonstrated interest in and familiarity with the Middle East and North Africa (MENA) region, especially Iraq, and direct experience working with international NGOs and local partners in Iraq and the Kurdistan Region of Iraq.

- Experience working and coordinating with donors including UN agencies, the EU, DFID, USAID, foundation donors, etc. and knowledge of specific donor guidelines and priorities.
- Capable of taking initiative and proven ability to work creatively, innovatively and efficiently to make decisions with limited direct supervision.
- Ability to respond to multiple priorities in a timely manner to produce high-quality outcomes.
- A sense of humor is a strong plus

HOW TO APPLY

Submit a resume, a cover letter, a list of at least three references, and a relevant writing sample of no more than five pages to careers@epic-usa.org. Please include the position title in the subject line.

Salary will depend on the candidate's qualifications, and will be commensurate with experience and education. Applications will be considered until the position is filled. No phone calls accepted.

EPIC is an equal-opportunity employer.

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