



CAREER OPPORTUNITY

JOB TITLE: GRANTS OFFICER

LOCATION: ACCRA & REMOTE

EMPLOYMENT TYPE: 2-YEAR LIMITED TERM (SEPTEMBER 2024 - AUGUST 2026)

REPORTS TO: CEO, BOARD OFFICE OF STRATEGY EXECUTION

Established in 1955 with 38 students, GIS now provides world-class international education to 1,305 students, aged 3 to 18 years and representing 37 nationalities. Accredited by the Council of International Schools (CIS), New England Association of School and Colleges (NEASC) and a member of the Association of International Schools in Africa (AISA), GIS has earned a reputation around the world for providing holistic student development and academic excellence. The Primary curriculum is grounded in the English National Curriculum, Cambridge curriculum and the new Cambridge Early Years Curriculum while Secondary studies lead to Cambridge IGCSE and A-level examinations, with impressive results.

GIS provides a dynamic environment where our staff have the opportunity to demonstrate excellence in a safe multicultural environment. The School is committed to the educational excellence of our students through the selection and retention of highly qualified employees. We foster a climate of inclusion, dignity, and respect as well as the provision of meaningful professional development for the continued growth of our staff.

JOB SUMMARY:

We are seeking a skilled, experienced and motivated Grant Officer to join our team. The ideal candidate will have a proven track record of successfully securing funding through grant applications for nonprofit organizations or similar entities. They should be detail-oriented, persuasive, and capable of effectively communicating the mission and objectives of our organization to potential funders. **This is a 2 year limited term contract position.**

RESPONSIBILITIES:

1. Research funding opportunities from government agencies, foundations, corporations, and other sources.
2. Develop grant proposals in accordance with funder guidelines and requirements.
3. Collaborate with program managers and other staff to gather necessary information for grant applications.
4. Write compelling narratives that effectively communicate the organization's mission, programs, and impact.
5. Create visually engaging presentations to accompany grant proposals and represent the organization to potential funders.
6. Deliver presentations to funders, community partners, and other stakeholders, articulating the organization's goals, initiatives, and impact.
7. Ensure timely submission of grant proposals and reports, adhering to deadlines.
8. Maintain accurate records of all grant-related activities and communications.
9. Cultivate and maintain relationships with funders and donors.
10. Monitor and track grant performance, providing regular updates to stakeholders.
11. Stay informed about trends and best practices in grant writing and fundraising.

QUALIFICATIONS:

- Bachelor's degree in a relevant field (e.g., English, communications, nonprofit management).
- Minimum of 3 years of experience in grant writing, preferably in the nonprofit sector.
- Proven track record of securing grants from diverse funding sources.
- Excellent writing skills, with the ability to craft clear, concise, and persuasive proposals.
- Strong research skills, including the ability to identify funding opportunities and gather relevant information.
- Ability to create visually appealing presentations using technological tools
- Experience delivering presentations to diverse audiences, including funders and stakeholders.
- Ability to work independently and manage multiple deadlines effectively.
- Familiarity with budget development and financial reporting.
- Proficiency in using new technologies to work smarter, and the use of grant management software.
- Excellent interpersonal and communication skills.

PREFERRED QUALIFICATIONS:

- Master's degree in a relevant field.
- Certification in grant writing or fundraising.
- Experience working with non profit organizations or educational institutions.
- Familiarity with the funding landscape in Ghana and the African continent.

REMUNERATION: Competitive

APPLICATION INSTRUCTIONS

To apply, please submit a resume, cover letter, and writing sample demonstrating your grant writing experience. Include at least three examples of successful grant applications you have written, along with a brief description of the outcomes achieved.

[Click here](#) to apply

DEADLINE FOR APPLICATIONS: June 21, 2024

Why Join Ghana International School?

- **Historical Significance:** Be part of an institution with a rich history and significant impact on education.
- **Professional Growth:** Opportunities for professional development and growth within a supportive and collaborative environment.
- **Community Impact:** Contribute to a school that values tradition while embracing innovation, positively impacting students and the wider community.

Ghana International School is an equal opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive environment for all employees.
