

SOCIAL JUSTICE INITIATIVE: JOB DESCRIPTION

Programme Manager

Job title:	Programme Manager
Reports to:	CEO
Purpose of the job:	To manage the relationships between the SJI, its grantmakers, and grantees as well as support the facilitation of funds from high net-worth individuals and corporates into the social justice sector.
Supervises:	1. Outsourced service providers as required, example: <ul style="list-style-type: none">• Researcher
Attributes required:	The SJI Programme Manager should: <ol style="list-style-type: none">1. Be a self-motivated manager who is passionate about social justice and has an understanding of civil society in the social justice sector.2. Have experience in managing grants and building relationships with grant makers.3. Have been exposed to designing innovative fundraising approaches targeted at high net-worth individuals.4. Be a skilled and persuasive communicator, with a flair for developing new and engage with professionals and high net-worth individuals.5. Have excellent writing skills and ability to express complex issues in a simple manner.6. Be skilled at working in a decentralized, flexible and unconventional way, a creative and lateral thinker, easy to work with and skilled at delegating tasks to a network of service providers.7. Have a pleasant, collegial and problem-solving disposition.

Please note that the activities and the proportion of time suggested in the table below are indicative and will vary over time.

Responsibilities: Outcomes (Key Performance Areas)	Suggested activities:	Prop. of time (indicative):	Performance Measure / Performance standard
Managing relationships with grant makers	Identify grant makers who can support SJI in disbursing funds to social justice organisations	10%	Number and quality of grantmakers working with SJI
	Recommend new grantees within the social justice space to grantmakers		Number of SJOs adopted as new grantees by grantmakers
	Prepare contracts with new grantmakers		Successful conclusion of the funding agreements with the targeted grantmakers
	Prepare reports on grant disbursements and management of grantees supported		Number of reports
	Interact regularly with grantmakers on their grant-making programmes to ensure familiarity with their priorities and the recipients of their grants		Number of grantmakers meetings
	Regularly assess quality of support provided by grant makers		Number of reports
Managing SJI grantees	Manage the relationship between the donor and beneficiaries of SJI funding.	20%	Communication between donors and SJI, beneficiaries and SJI.
	Develop a systematic grant making process with the check and balances to ensure accountability and alignment with the SJI's direct grant making policy		One pager on grantmaking process.

	Prepare reports for the allocation and approval of disbursements		Number of reports
	Conduct due diligence on beneficiaries		Number of report
	Prepare grant contracts and manage the relationship with grantees, ensuring that funds are accountably managed		Number of contracts
	Manage the disbursement of funds		Successful transfer of grants within a set period of time
Manage the grantmaking process of the Integrity Fund	Identify grantees in line with the mission of the Fund.	40%	Number of grantees
	Conduct due diligence, including office visits, vetting of governance and financial systems, and track record to deliver		Number of pre-grant reports
	Facilitate connections among civil society organisations working across similar themes to encourage collaboration and strategic interventions		Number of meetings and coordinated interventions.
	Write regular progress reports on funds disbursed and performance of beneficiaries		Number of reports
Organise networking and fundraising	Identify opportunities for civil society to directly promote their work to business and high network individuals	10%	Adoption of the proposed schedule

opportunities for civil society with corporates and high networth individuals	Organise knowledge sharing events on social justice issues		Successful conclusion of the funding agreements with the targeted grantmakers
	Reporting on the outcome of the engagements.		Number of reports
Support management of SJI donors	Support CEO in identifying new donors	10%	New donor agreements for SJI operations
	Support with funding proposal applications and writing progress reports.		Funding applications and reports