

Position: Grantmaking Lead(full-time)

Reports to: Assistant Director for Impact and Learning (Dual reporting to Managing Director)

Location: Rosebank, South Africa (hybrid)

Level: Manager

Position Grade: C5 (PENDING - Implementation focus with strategic input)

About Trevor Noah Foundation: Trevor Noah Foundation (“TNF”) is a proudly South African public benefit organisation committed to increasing equitable access for youth (ages 5 – 35) in historically disadvantaged African communities. We work alongside a network of global and local partners, teachers, and youth to build intentionally designed environments conducive to learning and excelling.

Position Overview: Reporting to the Managing Director and Assistant Director of Impact and Learning, the Grantmaking Lead will manage the implementation of a strategic initiative focused on innovatively strengthening South Africa’s education ecosystem. This role will develop and execute a trust-based approach to supporting promising organizations working in two critical areas – teacher training and youth pathways (ages 15 – 25). Therefore, you will manage an approach that emphasizes innovation, learning, and sustainable impact.

Our Organizational Values: The TNF team prides itself on being a mission-aligned and values-driven organisation. The ideal candidate embodies TNF core values of:

- **Be Human** – We respect diverse identities and lived experiences, valuing our differences and amplifying voices different from our own.
- **Stay Curious** – We maintain open minds and growth mindsets, acknowledging we don’t have all the answers and ask ourselves, “what if I’m wrong?”. Knowledge is power, and learning never ends.
- **Solve Together** – We build diverse teams to solve complex problems, taking a community-forward, collaborative, and co-creative approach to all work.
- **Do Good, Have Fun** – Doing good goes beyond doing no harm. We aim to leave any space better than we found it, finding joy in our passion for helping others.

Our candidate will thrive in a dynamic, fast-paced environment and exhibit adaptability and flexibility in response to evolving challenges and opportunities. They will champion diversity and inclusion, demonstrating the ability to engage effectively with people from diverse backgrounds. We value individuals who are proficient in their technical skills and bring a strong sense of empathy, vulnerability, integrity, resilience, and self-awareness. They will embrace our organisation's collaborative culture, actively engaging with internal teams, external partners, and the local community to foster meaningful connections and drive sustainable impact.

Key Responsibilities:

1. Strategy Implementation (30%)

- Operationalize our grantmaking strategy based on trust-based philanthropy principles
- Refine selection criteria, application process, and evaluation frameworks that minimize administrative burden on grantees
- Provide input into selection criteria and evaluation frameworks

- Build and maintain relationships with key stakeholders in the education sector
- Facilitate cross-learning between grantees and TNF's existing programs (Khulani Schools Program, Education Changemakers)
- Support the successful launch of the new strategic grantmaking initiative in Q3 2025

2. Trust-Based Fund Operations (25%)

- Manage deployment of organizations demonstrating promising innovations in teacher leadership or youth pathways
- Manage all aspects of the grant cycle from invitation to evaluation
- Implement robust due diligence processes while maintaining a trust-based approach
- Manage risk assessment and mitigation strategies
- Coordinate with Finance team on disbursement schedules and financial tracking
- Create trust-based reporting templates
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3. Grantee Support & Capacity Building (25%)

- Establish a comprehensive support system with 100% of grantees receiving M&E frameworks, peer learning support and capacity-building opportunities
- Facilitate peer learning communities and knowledge sharing opportunities
- Coordinate organizational assessments and strategic planning support
- Connect grantees with technical assistance resources
- Work with Special Projects and Partnerships Manager to leverage TNF networks and resources for grantee support

4. Learning, Documentation & Knowledge Management (10%)

- Create a baseline for measuring innovation success with 100% of grantees reporting against frameworks by Q4 2025
- Work with MERL and Impact team to develop and implement systems to track community impact, organizational capacity development, and systemic influence
- Document innovations, adaptations and learnings from grantee experiences
- Contribute to sector knowledge about effective philanthropy and education innovation
- Support TNF's goal of becoming a leading voice in education by providing compelling evidence and impact stories.
- Partner with MERL, Impact and Communications to showcase grantmaking outcomes through multimedia content
- Develop and deliver comprehensive reporting and analysis to Executive Committee, Board of Directors and key stakeholders including financial tracking of allocated funds and ROI metrics, impact metrics, and an analysis on emerging trends, challenges and opportunities.

5. Strategic Stakeholder Engagement (10%)

- Build relationships with education NGO networks and funder collaboratives
- Promote trust-based funding approaches within the philanthropy sector
- Represent TNF at education forums and conferences

Education

- Relevant four-year tertiary qualification in Management, Education, Development Studies, Business or a related discipline is essential.

- A post-graduate degree is highly advantageous.

Competencies

- Leadership – ability to inspire, motivate and guide others towards goal completion.
- Strategic thinking – the ability to develop a strategic vision for projects and partnerships
- Financial Management -
- Collaboration – ability to work effectively with others to achieve common goals.
- Communication – excellent written and verbal communication skills, with the ability to clearly convey information and ideas to diverse audiences.

Experience

- At least five (5) years of professional experience in NPO, philanthropy, grant making or CSI project management.
- A minimum of two (2) years' experience in a leadership or managerial role in a cross-sector environment.
- Experience in implementing and/or scaling education or entrepreneurship development and leadership programs
- Proven experience with trust-based or flexible funding approaches
- Experience working directly with community-based organizations and understanding their capacity needs.
- Track record of implementing learning-focused monitoring and evaluation approaches

Skills

- Strategic implementation – ability to translate vision into actional plans and operational processes
- Relationship building – exceptional ability to build trust and authentic relationships across diverse stakeholders
- Systems thinking – understanding how organizational capacity, community needs and systemic factors interact
- Financial management – ability to oversee grant budgets, disbursements, and financial reporting
- Project management – strong organizational and timeline management abilities to meet key organizational milestones
- Problem solving – creative approach to identifying solutions and navigating challenges
- Communication – excellent written and verbal communication skills with ability to communicate complex ideas clearly

Knowledge

- Deep understanding of South Africa's education ecosystem and funding landscape
- Familiarity with best practices in philanthropy and grant making
- Awareness of current challenges and opportunities in teacher training and youth pathways

Additional Requirements

- Clear credit history and no criminal convictions essential

- Must be able to provide four contactable references (previous managers, colleagues, and direct reports)
- Candidates will be required to provide their latest comprehensive CV and certificates for all secondary and tertiary qualifications/courses
- Consent will be requested to perform background checks

Application Close Date: 21 March 2025

Start Date: 1 May 2025 (or ASAP after notice is served)

To Apply: Submit your CV and motivational letter to **callum@actionappointments.co.za**

Equitable Employer

Trevor Noah Foundation is an equal opportunity employer. It considers applicants for all positions without regard to age, ancestry, religious creed, disability, marital status, race, gender, sexual orientation, or any other characteristic protected by applicable law.