



MATHEW FUNDING COORDINATOR (Haiti)

Ref 41/16-17



After the passage of the Matthew hurricane that struck Haiti on October 4th, killing hundreds of people and destroying homes and infrastructure, Oxfam teams have begun assessing the immediate needs and distribute aid 'emergency.

The United Nations estimates that the hurricane has affected over 2.1 million people, of which 750 000 are in urgent need of humanitarian assistance. Official data indicate that in the departments of the South and Grand Anse, 29,000 homes were destroyed. In the southwest, vast areas were flooded and more people may be deprived of their homes.

Team Purpose

- Responsible for the strategic development and management of the Hurricane Matthew Humanitarian Response Funding Support in Haiti for Oxfam's impact locally, regionally, continentally and globally through ensuring program alignment to the key strategic objectives and program standards.
- Support resource mobilisation.
- Ensure that the promotion of women's rights is reflected in the response.

Job purpose

To establish, implement and maintain the Haiti Hurricane Matthew Response funding program strategy and Response funding plan, including resourcing for humanitarian/early recover and policy/advocacy work in order to increase the Oxfam income of institutional donors.

Key Responsibilities

- **Fundraising and managing unrestricted and restricted funding (20%)**
 - Lead on developing and implementing the Hurricane Matthew Haiti response funding strategy and country funding plan;
 - Assist the humanitarian response team in planning, coordinating development and submission of competitive, high quality concept papers, donor proposals, and budgets which are successfully funded by a variety of donor agencies, seeking multi-year funding from potential donors whenever possible;
 - Working closely with the Humanitarian Team in the field and support services staff to ensure optimal use of unrestricted funds and greatest use of restricted funds through strategic recharging to donor contracts where possible;
 - Work with the humanitarian team to develop the response budget, and mapping donor funding.
 - Work with the in-country team to develop an income plan and budget for submission to Governing Bodies and affiliate HQs as appropriate

- **Strategy (20%)**
 - Establish and maintain an up-to-date country funding strategy and plan and help to prioritise approaches to donors;
 - Ensure good quality and timely information is fed back to governing bodies, affiliate HQs and other stakeholders for budget and income planning purposes according to agreed Oxfam processes;
 - Oversee overall coherence and quality of donor relationships in country in line with Oxfam strategy for their sovereign donors;
 - Research and analyse changing donor environment and strategies and advise on effective influencing of donors, linking in with affiliate HQ (donor leads) as appropriate;
 - As a member of the Humanitarian Management Team, help shape Oxfam's strategy and objectives in the response.

- **Coordination and information sharing (15%)**
 - Ensure effective coordination and information flows with Global Programme Funding team, Affiliate HQs, Governing Bodies and Partner Affiliates;
 - Ensure overall coordination of the humanitarian funding for the Haiti Hurricane Matthew response;
 - Coordinate and manage processes for key funding opportunities in country;
 - Broker and help to ensure that core content is gathered and shared about the country program as per agreed Oxfam guidelines with affiliate HQs to support marketing staff in unrestricted fundraising;
 - Engage in peer networks of other country fundraising staff within region, between regions and globally as appropriate.

- **Contract management/ Managing Restricted funding (20%)**
 - Lead responsibility for negotiating donor contracts favourably in line with Oxfam standards and managing donor relationships in country;
 - Collaborate with the in-country funding staff (Funding advisers, finance staff – as appropriate) to ensure compliance with donor requirements; ensure reports are of good quality and submitted on time; analyse and provide advice to staff on the funding policies and requirements of different donors, seek advice and input from affiliate HQ (donor leads) for high risk donors;
 - Ensure sign-off of donor proposals, reports and contracts within delegations and according to agreed Oxfam processes;
 - Work closely with the M&E team to ensure data being collected is reflected in reports when needed
 - Help prepare for audits of donor funded programs.

- **Represent Oxfam to the donor community in country as required and maintain positive working relationships with donor agencies (20%)**
 - Identify, assess and approach new donors or funding sources and represent Oxfam as required with donors together with relevant programme staff.

- **Information management and Capacity building (5%)**
 - Ensure sufficient capacity and skills of staff and partners in country to manage funding portfolio to recognised Oxfam and donor standards;

- Assess and strengthen the capacity of colleagues and partner staff across the country in the planning, securing and managing of unrestricted and restricted funds through formal training delivery, coaching and accompaniment.

What are we looking for?

Essential

- Significant experience in managing donor contracts and fundraising activities, in particular from institutional donors, such as OFDA, ECHO, DFID, SIDA, UN agencies etc.
- Information management and IT skills with good attention to detail in order to develop and analyse donor budgets and financial reports; and to develop/maintain, and give guidance on electronic and manual contract management and reporting systems
- Sound understanding of Programme Cycle Management in emergencies and/or development environments
- Strong numeracy and financial skills, particularly in developing budgets, financial management/monitoring and reporting
- Good written skills with proven ability to develop and present proposals and donor reports, for both internal and external audiences
- High level of analytical skills and critical thinking
- Ability to research, analyse, and report (e.g. researching donor priorities, evaluating proposals and reports, determining match between external funding opportunities and Oxfam objectives)
- Experience in capacity building; coaching and delivering training at an individual and group level
- Ability to network and represent Oxfam to donors and external institutions
- Highly developed interpersonal and communication and relationship skills with ability to influence external organisations and individuals
- Ability to manage his/her time effectively. Willing and able to adapt priorities in order to respond to changing demands
- Self motivated, target driven and an entrepreneurial approach to fundraising
- Excellent oral and written command of English and French

Desirable

- Marketing qualifications or relevant experience
- An understanding of how to gather and collate information about international development work for the supporter base of INGOs in their home territories (A broad understanding of INGO programming and donor relations)
- Knowledge and experience of Oxfam's programme work and systems

What can we offer you?

Contract of employment: Fixed Terms 3 months with possibility of extension

Gross annual salary : Terms and conditions according to Oxfam Haiti's current policy

Location: Port au Prince and Les Cayes, Haiti

Incorporation: Immediate

How to apply?

Send your CV and motivation letter to humanitarianstaff@oxfamintermon.org Please put the reference that corresponds in the subject box of the email: ref. 41/16-17. Deadline November the 6th (Oxfam reserves the right to modify this period if it considers it necessary). Only shortlisted candidates will be contacted.

Oxfam is committed to the principle of equity, diversity and inclusiveness.