

Resource Mobilisation & Grants Manager

Syria (Damascus)

Objective of the Role

The objective of the Resource Mobilisation & Grants Manager (RMG) is to play a proactive lead role in the mobilisation of resources, primarily from institutional donor funding, for the Syria/Jordan Response Office, while supporting the Head of Program Quality and Development (HoPQD) in establishing strategic relationships with donors and partners.

The RMG manager will also provide oversight to ensure that grant management processes are effective, efficient and compliant with relevant policies & procedures, among others through line management of the Grants Coordinator. Effective collaboration across hubs and departments is essential for this role.

Position within the Organisation

The RMG Manager is part of the Programme Quality & Development Department and reports to the Head of Program Quality & Development. The position will manage the Grants Coordinator and possibly 1-2 more staff dedicated to proposal development or contractors such as proposal writers

Result Areas

Mapping and identification of funding opportunities

- Together with the HoPQD, identify and pursue new funding opportunities and partnerships that align with the organization's strategic goals and objectives.
- Conduct research and analysis to identify potential donors, grant opportunities, and funding trends
- Serve as the link between CO fundraising and donors engagement strategy, Regional, and overall HO fundraising strategy. This entails close collaboration and communication with the Regional Partnership and Resource Mobilization Advisor in Middle East and the global team in HO
- In collaboration with HoPQD conduct portfolio analysis, and update the fundraising strategy development, as required
- Maintain an updated donor mapping and database (incl. contacts)
- Support HoPQD to develop and implement a comprehensive new fundraising strategy to expand the organization's funding base.

Proposal development and related processes

- Establish a strong, collaborative, and efficient proposal process, including for multi-hub projects, and proactively address challenges that may hinder the proposal development process
- Coordinate and facilitate proposal development processes, including establishing timelines, assigning tasks, and ensuring compliance with donor requirements
- Lead on the preparation of high-quality grant proposals, including budgets, narratives, and supporting documents, in collaboration with proposal development committee
- Monitor and track the progress of fundraising activities, ensuring timely submission of proposals and reports.

Grants management

- Support Grants Coordinator in the development and roll-out of grants management processes to help facilitate effective project cycle management, especially for multi-hub projects.
- Support and quality-control requests for contractual amendments, such (no) cost extensions and/or budget revisions.

Relationships & engagement

- Line-manage, support and mentor the Grants Coordinator (Based in Syria), providing guidance, mentoring and performance management.
- Ensure effective internal and external collaboration and coordination with the Programme Quality team (Based in Damascus and Amman), hub-based colleagues and relevant regional and global staff.
- On ad-hoc/needs basis, contribute to training or other capacity development initiatives for partner organisations in the area of resource mobilisation / proposal writing.
- Develop and maintain effective relationships with current donors, including regular communication, reporting, and donor stewardship activities.
- Develop and maintain positive relationships with counterparts in peer NGOs, exploring scope for partnerships, e.g. in the form of consortia.

Your profile

Knowledge and Experience

- Relevant university degree, 5+ years of proven experience securing funds from major institutional and private donors, and UN agencies (UNICEF, ECHO, GIZ, MFA, etc.).
- Demonstrated expertise in coordinating and developing funding proposals for institutional donors.
- Understanding of child-centred programming and experience in designing CP/Edu/MHPSS integrated programs
- Fluency in written and spoken English

Skills and Competencies

- Strong problem-solving skills with a focus on critical thinking and defining clear pathways for success.
- Result oriented with High attention to detail and ability to lead key tasks, even under pressure, ensuring on-time completion (e.g., proposal development).
- Highly developed networking skills and ability to form productive relationships with internal and external stakeholders.
- Planning and coordination ability.
- Ability to provide (creative/interactive) trainings.
- Excellent communication skills: ability to give and receive feedback.
- Strong cultural awareness and ability to collaborate effectively with diverse backgrounds and cultures.
- Ability to travel and work within challenging environments, this includes all the hub areas we are serving (Jordan, Syria North, Damascus, etc.).
- Flexibility and adaptability to respond to changing needs, including the willingness to adjust work practices and hours in emergencies, with the possibility of short notice travels

What we offer

- **Location:** The position will be based in Syria (Damascus), with field visits.
- **Contract Type:** This position is offered under a Syrian national contract.
- **Professional Development:** Opportunities for capacity building and growth, both within the role and through War Child's broader network.
- **Meaningful Impact:** The chance to make a tangible difference in the lives of children and families affected by conflict, contributing to long-term, sustainable change.

- **Equal Opportunities:** War Child is an inclusive employer committed to diversity and inclusion, respecting all individuals regardless of age, gender, religion, ethnicity, nationality, or physical ability.
- **Workplace Culture:** War Child is dedicated to fostering a diverse, inclusive, and respectful workplace that prioritizes safety and fairness for all individuals. We strictly prohibit any form of discrimination, harassment, retaliation, or bullying within our organization

Why You Should Apply

- **Make a Real Impact:** Your work will directly contribute to providing quality education to children who need it most, creating lasting change in their lives.
- **Career Growth:** Join a dynamic organization that values your professional development and offers opportunities for learning, growth, and innovation.
- **Collaborative and Mission-Driven:** Work alongside passionate colleagues and partners united in a mission to protect children and help them thrive despite adversity.

How to Apply

Qualified candidates are encouraged to submit their applications by **16 November 2025** using this link [Resource Mobilisation & Grants Manager - Syria \(Damascus\)](#). We are reviewing submissions on a rolling basis, so early applications are strongly recommended.

By submitting your application you certify that all of the statements made in your application are true, complete, and correct and are made in good faith. You understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of your application or withdrawal of any offer of appointment or, if an appointment offer has been accepted, this will be ground for employment sanctions, such as, but not limited to, instant dismissal. In addition, you understand that you need to submit a Criminal Record Certificate and that, if you fail to submit it, no employment relationship can be established.

War Child is an international organisation, and we are committed to be a diverse and inclusive employer, placing human and child rights at the centre of our existence and work. We hire our new colleagues based on their talents, competences and shared values; we do not distinguish them based on their age, gender and gender identity, race, color, ethnicity, religion, culture, sexual orientation, disability etc.

The safety of children and youth is a paramount and essential to War Child's work. War Child has a zero tolerance policy towards any form of abuse. To prevent placing children and youth at any risk this subject is addressed in our recruitment and selection procedures. Moreover, the accepted candidates will be required to state their commitment/ intent to be aware, consider and adhere to the minimum standards applicable in development and humanitarian settings, such as humanitarian values and principles, Sphere Humanitarian Charter, Standards in the Humanitarian Standards Partnership, Core Humanitarian Standard, International Humanitarian Law, Code of Conduct for the International Red Cross and Red Crescent Movement and Non-Governmental

Organizations (NGOs) in Disaster Relief and IASC Six Core Principles Relating to Sexual Exploitation and Abuse.

Disclaimer

- *Only applications received via our website are processed.*
- *If we appoint a suitable candidate before the given closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed.*
- *It could be that during our selection process the closing date for the vacancy is extended. If so, and you have not yet heard from us, your application will remain active.*

About us

The War Child Alliance is an international non-governmental organization committed to providing psychosocial support, child protection, youth empowerment programming and quality education to the children affected by armed conflict. We implement evidence-based interventions to empower key stakeholders—including governments, educators, caregivers, and communities—to foster children's wellbeing, education, and self-determination. We work with global teams with team members being based in different locations. War Child is currently operates in: Afghanistan, the Central African Republic, Colombia, DR Congo, Germany, Jordan, Lebanon, the occupied Palestinian territory, South Sudan, Sweden, Syria, Uganda, Ukraine (soon to be registered), and Yemen. We also have offices in the Netherlands and the United Kingdom.

Learn more about War Child and our programmes <https://www.warchild.net/>

Safeguarding and Integrity

*Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have **zero tolerance** for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All (prospective) employees will be expected to be compliant with and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [Integrity & Safeguarding - Home](#)*

Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)

*We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** policy on our website, and if you have any questions about our commitment to **Justice, Equity, Diversity and Inclusion (JEDI) and Belonging (DEIB)** do get in touch: DEIB.team@warchild.net*