



Job Description Grants Management Officer

Job Title: Grants Management Officer

Location: GMT +/- 4 hours (Remote work, based in one of the countries of the African continent and/or in the diaspora)

Reporting to: Director of Programs

Compensation Range: \$50,000 - \$60,000

NB: Remuneration is subject to a 20% withholding tax to the Ghanaian government for non-residents.

Deadline Date: 8 August 2025

Expected Start Date: September/October 2025





Vision: A just and inclusive West Africa free from violence and discrimination.

Mission: ISDAO is an activist-led fund dedicated to strengthening and supporting a West African movement for gender diversity and sexual rights by adopting a flexible approach to grant-making and building a culture of philanthropy committed to human rights and social justice. ISDAO identifies as a feminist institution, as an activist-led fund, and as a participatory grant maker. ISDAO is committed to building ideologically principled movements for sexual and gender diversity in West Africa. ISDAO is also committed to the values of autonomy, inclusivity, diversity, and intersectionality.

ISDAO'S NEXT GRANTS MANAGEMENT OFFICER - WHAT ARE WE LOOKING FOR?

We are seeking a diligent Grants Management Officer with experience in grant management and grant management systems. As Grants Management Officer, you will be an integral part of our programs team. In this role, you will play a key role in ensuring the smooth administration of grants, ensuring consistency, compliance, and efficiency throughout their life cycle. You will collaborate closely with diverse operational and programmatic teams across the organization, supporting the grant management. Additionally, you will maintain the best practices and standards in grants management that will ensure the smooth operation of our overall grant management process. The Grants Management Officer will be someone who can work independently, is knowledgeable about the grant management system, and is very detail oriented. This role will suit a professional who enjoys working in dynamic and collaborative environments.

INITIATIVE
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DE L'OUEST

 www.isdao.org
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ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are key responsibilities for the position:

Grants Management Operations

- Collaborate with the programs team to process and manage grants throughout the year and during each funding cycle.
- Collaborate with the programs teams in grants planning, management, including budget planning, due diligence, and grant tracking for all grants awarded.
- Support the programs team in an ongoing learning around the grants management system
- Manage and maintain an up-to-date grants database, data integrity, review of templates, payment status, grant status, and other key aspects that ensure the data available is accurate and up to date.
- Coordinate with the programs team to ensure that narrative and financial reports submitted by grantee partners are reviewed and approved in alignment with internal processes and grants' contractual commitments.
- In collaboration with the program and finance team, ensure that grantee partners comply with the regulatory standards and grantmaking requirements of ISDAO
- Participate in the onboarding and start-up implementation of the Fluxx grants management database
- Manage the day-to-day operations of the Fluxx grants management database, including monitoring and troubleshooting errors in Fluxx, and serving as a key administrator
- Serve as the principal contact person with Fluxx, Grantbook, and any other service providers or technical consultants for grants management
- In coordination with the programs team and executive offices, manage a variety of forms (applications, reports, grant agreements, external reviews, etc.), and maintain and update workflows, fields, profiles, settings, permissions, and dashboards to ensure smooth functioning of the system.
- In collaboration with the programs team, monitor the annual funding budget to ensure funds are accurately appropriated across the different donors and funding focuses.
- In collaboration with the finance and administration team, reconcile contracts and grant payments, and balance with information provided by the finance and administration team quarterly.
- In collaboration with the programs team, identify gaps in funding and work closely to fill the gaps based on the annual funding budget.
- Monitoring and following up on the contracting and reporting stages (financial and narrative)





- Generate data in Fluxx to create dashboards, ad hoc reports, mapping, graphs, and other visualizations for a variety of internal and external stakeholders and processes
- Performing other administrative tasks related to the grant management process.

Team and Cross-departmental Collaborations

- Collaborate with the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to ensure that the grants management system, report templates, and mechanisms are aligned with and contribute to the organizational framework, plans, and priorities for MEAL.
- Participate in and contribute to both programs and finance/administration team meetings, retreats, and related activities to ensure effective internal processes around grant management
- Participate in organizational, cross-departmental initiatives and working groups
- Undertake any other duties to be assigned from time to time

Learning and Leadership

- Provide grants management orientation and training to new staff based on the access level required
- In collaboration with the executive office and programs team, develop and finalize the grantmaking and grants management manual
- In collaboration with the programs team and executive office, identify areas that need redesign, and continued improvements to grants management and contract processes that support effective grants management
- Continuously seek and acquire knowledge of trends, new developments and approaches in the field of grants management, to identify areas for improvement and strengthening of grants management in ISDAO

SKILLS AND EXPERIENCE REQUIRED

Required

- Proven work experience in a comparable position within an Operations/ Administration/ Project Management team (or similar)
- Grantmaking, operations & grants management system experience
- Experience with a grant management system is required; working specifically with the Fluxx grant management platform is highly desirable and a plus
- Excellent attention to detail and accuracy, with an ability to spot errors



- Strong administrative and IT skills: familiarity with cloud-based collaboration tools, and comfortable working with new software. An ability to manage deadlines and deliver high-quality output within ambitious timeframes
- Discretion and the ability to work with sensitive, confidential information.
- The versatile and adaptable skills necessary to flourish in a fast-paced and wide-ranging work environment, and work across time zones using tools such as Zoom, Teams, and email (Google Workspace)
- Experience and familiarity with admin-level permissions, form building, and data visualization for the grant management system are required; experience with the Fluxx system is a plus.
- Ability to work independently and effectively in a virtual, remote environment, as well as in-person, and build strong relationships across the organization and with external partners.
- Have a strong international perspective, including an understanding of the different regional, country, social, and cultural contexts within West Africa.
- An ability to contribute effectively to teamwork and contribute to broader organizational goals and strategies.
- Have a flexible and adaptable approach and be able to respond to changing priorities in a rapidly evolving environment.
- A genuine interest in and commitment to the mission of the organization.
- Excellent written and spoken communication skills in one or both of ISDAO's working languages (French and English). Ability to work in both English and French is highly desirable.
 - *Note: While it is not a requirement that candidates for this position be bilingual and speak both languages fluently, as a bilingual organization and a position that will work closely with both English and French speakers, a level of comprehension and spoken proficiency in both languages is a plus.*
 - *If not bilingual, openness and commitment to learning the other language not spoken are essential and expected.*
- Be based/resident in an African country or be a part of the African diaspora and resident in a country that is in the GMT/UTC zone or GMT +/- 4 hours.
- Ability to travel within and outside the West African region.

Highly Desired

- Be currently based in a West African country.
- Bilingual in English and French
- Have previous experience working in multi-country and/or regional organizations or projects.



- Previous experience working remotely or with a team located in different countries.
- Strong understanding and an interest in deepening knowledge and practice of digital and information security
- Experience utilizing platforms that facilitate cross-team collaboration and work (e.g., Asana, Slack)

KEY CONSIDERATIONS

While this position is open to qualified candidates who are based and resident in an African country or who are part of the African diaspora and resident in a country that is in the GMT/UTC zone or GMT +/- 4 hours, priority will be given to West African nationals and residents from ISDAO focal countries, which includes Benin, Burkina Faso, Côte d'Ivoire, Ghana, Liberia, Mali, Nigeria, Senegal and Togo.

As an organization led by West African LGBTQI activists, ISDAO seeks to recruit people who identify as part of the LGBTQI communities and movements in the sub-region, where possible.

Our ideal candidates are thus those who have not only the technical expertise and professional knowledge required, but also the familiarity, connections, and lived experience within the community and movement. Applications from LBQ women, trans, non-binary, and intersex people are strongly encouraged.

Why join us?

- Be part of a remote team working on LGBTIQ movement building, human rights, and resourcing LGBTIQ community-led organizations and organizing in West Africa
- Work with a group of dynamic, culturally diverse individuals who combine their passion to make a difference with a rigorous and results-oriented approach to work.
- Bringing your experience to support and maintain a comprehensive and up-to-date overview of grant management systems and processes.
- Contributing to process improvements and operational efficiency.

HOW TO APPLY

Interested candidates should send **their CV and a one to two-page cover letter** explaining why they fit the profile, their experience, and skills to recruit@isdao.org by **8 August 2025**.

Submissions are accepted in English, French, or both at the same time. Please note that only shortlisted applicants will be contacted. Please note that only complete applications will be reviewed and considered.

