

**Job Description: Grants Acquisition and Management (GAM) Manager**  
**LifeNet International**

**Position Location:** Remote

**Reports to:** Vice President of Advancement

**Member of:** LifeNet Advancement Team

LifeNet International has improved over 19 million patient visits to date in sub-Saharan Africa. With a proven model and lifesaving impact, we are pursuing growth goals in order to improve health outcomes for a greater number of people in sub-Saharan Africa. This vision includes growing LifeNet's revenue from \$4.5M in 2021 to \$10M in 2025, which will allow our program teams to facilitate the improvement of 10 million patient visits, across 10 countries, in 2025. The Grants Acquisition and Management (GAM) Manager will support LifeNet's fundraising and communications efforts in order to achieve the organization's growth goals.

The work environment is fast-paced, the team is supportive, and the opportunities are exciting. The GAM Manager will be a part of unprecedented growth at the organization with opportunity for personal growth and involvement in the organization's development. Success in this role will support the organization's attainment of its vision and desire to ensure lifesaving healthcare for many of the world's most underserved patients.

This position is the point person for all of LifeNet's grant-related work and ensures congruency between grants acquired and programs delivered. The GAM Manager will work closely with all programs, M&E, finance, and advancement teams to acquire and report on grants and to ensure grant programs are implemented according to agreements. The GAM Manager will report directly to the Vice President of Advancement; will lead and participate in all grant-related activities; and will manage consultants and contractors for GAM-related work, and (future) GAM team members.

GAM Manager responsibilities include:

Grants Acquisition

- Collaborate with the VP of Advancement to develop and implement a yearly and longer term strategic plan for grants. Work together to grow the grant pipeline. Ensure annual granting goals are achieved.
- In coordination with other members of the Advancement Team: research and track grant funding opportunities, build consortia, and preposition LifeNet for grants.
- Work with the VP of Advancement to communicate with and grow relationships with all current and prospective grantmakers and consortium members. Develop communications materials tailored to grantmakers to be used for prospecting, cultivation, and retention.
- In collaboration with the VP of Advancement, represent LifeNet externally with grantmakers. Research, develop, and track relationships with new and current grantmakers and consortium/potential consortium partners. Produce reports, capability statements, etc. to develop and manage relationships and opportunities.
- Create compelling funding rationales using programmatic information, donor information, and relevant research and data that you have identified and reviewed for use.
- Develop and update standard, grant-relevant communications materials (such as the boilerplate for grant relevant writing).
- Work with relevant teams to create program design documents and related budgets for proposals and other partnership rationales.
- Lead, manage, and participate in the proposal development process including participating as the lead writer. Also lead, manage, and participate in the report, LOI, concept paper, and other

material(s) creation process including participating as the lead writer.

### Grants Management

- Ensure all relevant teams such as finance, M&E, and programs have necessary grant related information for appropriate implementation. Serve as the organization's point person for all grant work including: advising relevant teams regarding grant expectations; working with relevant teams to ensure programs are implemented according to grant terms, including financial terms; working with relevant teams to ensure deliverables are achieved on time and communicated back to donors well.
- Ensure quality and accurate reports are delivered on time, which includes working with relevant teams to attain appropriate information. Lead, manage, and participate in the reporting process.
- Provide regular updates to the VP of Programs and VP of Advancement on grant activity including escalation of performance risk and pipeline wins. Manage GAM (future) team members, consultants, and contractors for GAM-related work.
- Ensure all GAM (future) team members are fulfilling their job responsibilities. Provide performance reviews annually for all GAM (future) team members. Encourage all GAM (future) team members in their professional development.
- Manage all grant related projects and timelines, including due diligence processes, ensuring on time completion of deliverables.
- Other duties as assigned

This job may be a fit for you if you:

- Have at least 3 years of experience in grant writing and grant management
- Like to write in compelling ways
- Are organized and can track details from and deliverables within a variety of arenas
- Like working in a small, high capacity team of self starters
- Are interested in working with cross functional and cross cultural teams
- Find meaning in creating certainty out of uncertainty
- Have an entrepreneurial drive and intrapreneurial instincts
- Want to make a big impact for vulnerable communities
- Are inspired by the idea of empowering the church to care well for their communities

Compensation includes:

- Salary commensurate with experience
- Paid leave
- Paid parental leave
- Paid sick leave
- Health insurance
- 401k available after 1 year of service

To Apply:

Please send the following to [recruiting@LNinternational.org](mailto:recruiting@LNinternational.org) in an email with subject line "GAM Manager":

1. Cover letter with references
2. CV
3. 3 writing samples

Legal Background: In the United States, LN is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race color ancestry national origin citizenship age sex marital status parental status membership in any labor organization political ideology or disability of an otherwise qualified individual. The status of LifeNet International as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs so that all staff share the same religious commitment.

Pursuant to the Civil Rights Act of 1964 Section 702 (42 U.S.C. 2000e 1(a)) LN has the right to and does hire only candidates who agree with LN's Statement of Faith.