



Habitat for Humanity is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live, and since our founding in 1976, we have built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter! Habitat works toward this vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower.

**JOB TITLE:** Grant Portfolio Manager

**JOB LOCATION:** Bratislava, Slovakia

**TRAVEL REQUIRED:** 20%

The Grant portfolio manager is responsible for the process and system for tracking a portfolio of projects acquired by EMEA. The purpose of the position is to support Area leadership team (ALT) decision making process about funding opportunities and resource allocation with portfolio level data and reports. The GPM coordinates at portfolio level the project lifecycle / grants management process, using a stage-gate approach, from funding opportunity identification through project evaluation and learning with a strong focus on grants acquisition.

## **KEY RESPONSIBILITIES INCLUDE:**

- Oversee the process and system for tracking a portfolio of development projects (grants pipeline) through the project life cycle from funding opportunity identification through project evaluation using a stage-gate process, with a particular focus on proposal development and submission.
- Track compliance of all participants with the project cycle management / grant management process and procedures across departments with appropriate escalation and follow up.
- Collaborate and coordinate with relevant shareholders to ensure quality assessment of developed proposals, donor reports and key project implementation documents are stored and accessible for portfolio analysis.
- Make recommendations and implement improvements to the project cycle management / grant management process, including tools, procedures, key supporting documentation and performance metrics/dashboards.
- Provide relevant communications information as necessary for dissemination to donors, regional office and HQ, and media.

- Provide orientation and training to staff in the project cycle management / grant management process and procedures.
- Provide end user-support for the grants portfolio related IT applications.
- Be the point person for the configuration, maintenance and upgrading of the portfolio management related IT applications with the support of the relevant IT position.
- Other responsibilities as assigned by the supervisor.

## REQUIREMENTS:

- Minimum 5 years of experience in a related position, in complex project management environment involving multi stakeholder coordination, preferably with an international/development organization
- Bachelor degree in international development, business administration, project management or related field.
- Knowledge and/or experience in project management, project portfolio management, project lifecycle management, stage-gate approach, and process improvement
- Proven experience in facilitating proposal development and grant management processes
- Experience with budgeting and financial reporting. Understanding of grant compliance and familiarity with relevant regional donors is an advantage, specifically, past experience with EU, USAID or DFID grants
- Ability to work effectively within a multi-cultural team. Demonstrated ability to facilitate contributions across departments, countries and regions
- Decision-making and problem solving skills
- Comfort and efficiency in using MS Office Suite, SharePoint, spreadsheets and database software
- Excellent written and verbal communication skills
- Strong attention to details
- Fluency in English, written and spoken, is essential

## HOW TO APPLY:

Interested candidates can apply for the position by sending their CV along with a letter of motivation to [emeahr@habitat.org](mailto:emeahr@habitat.org)

The position offers a competitive compensation and benefits package in the nonprofit organization market.

*HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*