



Grants & Partnerships Volunteer

Position: Grants & Partnerships Volunteer

Location: Hybrid

Duration: [3–6 months]

Reporting to: Chief Executive Officer

Objective:

To support Jonica Foundation in resource mobilization, donor engagement, and partnership development, strengthening the organization's capacity to implement impactful programs.

Key Responsibilities:

- Conduct research to identify potential donors, funding opportunities, and strategic partners aligned with organizational priorities.
- Assist in drafting grant proposals, concept notes, and funding applications tailored to donor requirements.
- Support preparation of reports, documentation, and compliance materials for submitted grants.
- Maintain a comprehensive database of funding opportunities, submission deadlines, and donor communications.
- Assist in coordinating partnership activities, including stakeholder meetings, webinars, and collaborations.
- Support the development of strategies to enhance donor engagement and relationship management.
- Collaborate with program and administrative teams to ensure alignment of grant proposals with organizational objectives.
- Participate in internal planning and learning sessions to strengthen grant writing and partnership management skills.

Required Skills & Competencies:

- Background or strong interest in grants, fundraising, partnerships, or nonprofit development.
- Strong research, analytical, writing, and communication skills.
- Ability to work independently, manage time effectively, and meet deadlines.
- Attention to detail and commitment to high-quality outputs.

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- Familiarity with nonprofit operations, development programs, or donor reporting (an advantage).
- Passion for social impact, advocacy, and community development.

Learning Opportunities:

- Hands-on experience in grant writing, fundraising, and partnership management.
- Exposure to donor engagement and nonprofit resource mobilization processes.
- Networking with professionals in the development sector.
- Practical understanding of monitoring, reporting, and compliance requirements.

Application:

Send CV and brief cover note to career@jonicafoundation.org by **10th February 2026**. Only shortlisted candidates will be contacted.

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