



BOUNTIFIELD

INTERNATIONAL

CREATING SUSTAINABLE SOLUTIONS FOR ENDING HUNGER AND POVERTY

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Bountifield International

Position Announcement

Position: Grants Manager and New Business Development Lead

Duration: One-year full-time (extension possible)

Location: Minneapolis, MN

Salary range: 80,000-85,000

Start Date: December 1, 2020

Bountifield International specializes in postharvest technology and business development for smallholder farmers and rural entrepreneurs throughout sub-Saharan Africa. We envision an Africa that is self-sufficient in food production and poised to feed the world. Headquartered in Minneapolis, Minnesota, USA, Bountifield currently has offices and programs in Senegal, Malawi, and Kenya where we partner with African private sector actors, research institutes and the larger development community in agriculture to develop small-scale entrepreneurs to develop their potential as fee for service providers to rural communities.

Bountifield is looking to fill a one-year contract for a full-time *Grants Manager and New Business Development Lead*. This person will manage coordination of existing projects in Africa and work closely with the CEO to position the organization for growth. This person will be based in Minnesota with some travel.

Responsibilities Include:

Grants Management (1/2 time):

- Provide ongoing support to field teams to ensure that Bountifield projects are implemented effectively and in compliance with donor regulations and Bountifield policy.
- Coordinate weekly check in calls with field teams.
- Prepare quarterly reports, annual reviews.
- Oversee financial management of assigned projects/grants including developing, tracking, and updating budgets; monitoring monthly projects and actuals in collaboration with Bountifield's accounting team; budget modifications, check and wire requests, and other financial matters as requested.
- Oversee the preparation and timely submission of the grant deliverables (e.g., quarterly, annual reports, other deliverables as determined by grant).
- Prepare Terms of Reference documents with implementing partners in line with Bountifield priorities in the countries where we are working.

Position: Grants Manager and New Business Development Lead

- Participate in annual performance reviews.

New Business Development (1/2 time):

- In collaboration with Bountifield field teams and HQ, lead preparation and submission of proposals (e.g., designing, strategy, approach, cost/budget, and writing).
- Work with Bountifield CEO and Board of Directors to develop a fundraising initiative to attract major donor funding and position the organization for growth

Qualifications:

- Minimum of a Masters' degree or equivalent work experience in international development, agriculture, business administration, project management or related discipline
- Minimum of 5-7 years of relevant work experience and demonstrated understanding of agricultural, rural and community development issues, constraints, and challenges in developing countries, especially Africa
- Experience with USAID programs and knowledge of USAID's rules and regulations (or other bilateral donor); candidates with a working knowledge of USG ADS 303 preferred
- Proven experience in Philanthropy and New Business Development for international development projects
- Experience working in Africa strongly desired
- Demonstrated cross-cultural and gender-awareness skills
- Strong interpersonal, communication and writing skills, and track record of working effectively in interdisciplinary teams
- Fluency in English and functional French required.
- Functional computer skills including use of standard MS office software (Word, Excel, and PowerPoint) as well as email communications and Internet searches.

Application process

Candidates should email their CV, cover letter, and names and contact information of three references to alexandra@bountifield.org by November 20th, 2020. Selected candidates will be contacted for interviews. Bountifield seeks to fill this position immediately.

