

Fundraising and Grants Manager (Contract)

Location: Home-based in the UK, with national and international travel

Contract: 12 months with the possibility of extension dependent on continuation of funding.

Reporting to: Head of Development

Salary: £42-£45k

Additional benefits: 25 days annual leave plus public holidays (annual leave increasing by 1 extra day for every year's service up to 30 days total), life assurance and access to an employee assistance programme.

WeProtect Global Alliance will not be responding to expressions of interest or applications sent by third parties (agencies, brokers or recruitment specialists).

WeProtect Global Alliance is seeking a highly organised and values-driven Fundraising and Grants Manager to support the development and implementation of the WeProtect Global Alliance 2026-2029 Investment Strategy. The Fundraising and Grants Manager will play a critical role in managing our current multi-donor grants portfolio and supporting new fundraising activities to strengthen WeProtect Global Alliance's financial sustainability. Working closely with, and reporting to the Head of Development, you will take responsibility for end-to-end grant management, contribute to donor stewardship, and help secure new and renewed funding from governments, multilateral institutions, foundations, and private donors.

A self-starter who is politically, commercially and financially astute, you will be comfortable working in a small, remote Secretariat and across time zones. You will build strong internal and external relationships, navigate complex grant and fundraising requirements with integrity, and bring a practical, solutions-focused approach to managing deadlines. Above all, you will demonstrate a genuine commitment to child protection and to WeProtect Global Alliance's mission and values.

If the opportunity to use your skillset to drive the delivery of our global mission of making the digital world free of harm for children and young people, motivates you to come to work and give your best every day, then this is the place for you, and we cannot wait to welcome you!

About WeProtect Global Alliance

Who we are

WeProtect Global Alliance is a global movement dedicated to ending the sexual exploitation and abuse of children online. We bring together governments, the private sector, civil society, and international organisations to create a safer digital world where every child can thrive.

Our Alliance connects over 300 members from across the globe, uniting diverse expertise and resources to protect children from harm, no matter where they are.

Our biennial Global Summit, along with regular taskforce meetings, roundtables, and webinars, provides critical platforms for our members to collaborate and innovate together.

WeProtect Global Alliance is supported by a small, high-performing Secretariat of remote working staff based in the UK/Ireland and is overseen by an influential Global Policy Board drawn from our membership.

Our vision

A digital world designed to protect children from sexual exploitation and abuse.

Our mission

WeProtect Global Alliance brings together experts from government, the private sector and civil society. We break down complex problems and develop policies and solutions to protect children from sexual abuse online.

What we do

We focus on driving policy change, fostering international collaboration, and promoting cutting-edge research to combat online child abuse.

Through shared data, insights, and best practices, we empower our members to develop more effective solutions and inspire a coordinated global response.

With a steadfast commitment to child safety, WeProtect Global Alliance stands as a catalyst for change, advocating for a world in which technology empowers and protects children, not endangers them.

Together, we're creating lasting impact and building a future where every child is safe online.

Join us in our mission to protect children and secure a safer digital landscape.

More information on who we are and what we do can be found at www.weprotect.org.

Job description

Overall purpose of role

As WeProtect Global Alliance Fundraising and Grants Manager, you will:

- Lead the day-to-day management of a multi-donor grant portfolio (restricted and unrestricted) to ensure donor obligations are met in full and on time.
- Optimise and maintain grants management systems (calendars, trackers, templates, CRM, workflows) proportionate to a small organisation operating at global scale.
- Produce and co-ordinate high-quality donor reporting and contribute to renewal and proposal development, working closely with the Head of Development and collaborating with the Deputy Head of Operations and Finance, as well as colleagues in the Strategy and Members teams.
- Ensure and strengthen donor compliance, due diligence and data assurance across the grant lifecycle in line with donor requirements, relevant regulations (including UK and EU) and best practice standards (including GDPR).
- Support the Head of Development and Deputy Head of Operations and Finance with grant budgets, forecasts and pipeline, supporting decision-making by the Executive Team and Board.

Key Responsibilities

Portfolio ownership & planning

- Maintain a live grants calendar covering deliverables, reports, payments, audits and evaluations; ensure all internal and donor deadlines are met.

- Act as primary point of contact for assigned donors on contractual, reporting and routine relationship matters, escalating strategically as needed.

Reporting & stewardship

- Coordinate the production of timely, accurate and outcome-focused narrative and financial reports, synthesising inputs from programme, policy, finance and leadership colleagues.
- Support contract amendments/variations, no-cost extensions and budget realignments in collaboration with the Head of Development and Deputy Head of Operations and Finance.

Compliance, risk & due diligence

- Interpret, operationalise and ensure adherence to donor terms and conditions, including eligibility rules, procurement, safeguarding, DEI, anti-fraud, and data protection requirements.
- Contribute to risk registers linked to grants and grant files (audit-ready) with clear decision trails.
- Support alignment with UK and EU regulatory frameworks and internal policies.

Budgeting, finance & cost recovery

- Support the Head of Development and Deputy Head of Operations and Finance to maintain budgets, forecasts and cashflows to delivery plans.
- Support cost recovery and overhead allocation approaches and ensure compliant coding and reporting for restricted awards (i.e. timesheets and expense coding).
- Track income recognition and receivables against milestones; prepare payment requests/invoices as required.

Proposals, renewals & pipeline support

- Work with and report to the Head of Development to identify and develop new funding opportunities.
- Support the preparation of compelling proposals, concept notes, and donor presentations tailored to institutional, foundation, and private sector partners.
- Conduct donor research and maintain a live fundraising tracker and CRM system to support proactive pipeline management.

- Contribute to the cultivation and stewardship of funders, preparing impact reports, case studies, and donor communications.
- Coordinate cross-team inputs for donor meetings, funding campaigns, or events that support income generation.

Systems, data & process improvement

- Utilise available grants management tools (e.g., trackers, templates, checklists, shared drives/SharePoint, CRM).
- Promote disciplined data management, ensuring GDPR-compliant document storage and access controls.
- Provide training and guidance to colleagues on grant requirements and internal workflows.

Governance & internal collaboration

- Prepare or contribute to concise briefings, dashboards, and summaries for the Head of Development, Executive Team, and Global Policy Board.
- Contribute to annual planning, KPI setting, and impact measurement related to fundraising and grant delivery.
- Support continuous improvement in monitoring, evaluation, and learning.

Expectations

Cross-Functional Operational Collaboration

- Contribute to the WPGA operational compliance, financial and grant management processes and systems.
- Work collaboratively with colleagues to deliver cross-functional projects that will strengthen the reach and impact of the WPGA Secretariat.

Building an inclusive culture

- Play a proactive role in ensuring equity, diversity and inclusion (EDI) is embedded in everything we do.
- Embrace diversity and recognise different perspectives within collaborative working to create a more impactful and effective organisation.
- Commit to ensuring all employees are treated fairly and equitably at work, feel like they belong and promote equality in physical and mental health for all.

Other

- To attend and contribute to meetings, training and other events as required.
- To actively participate in our supervision and appraisal process.
- To ensure that all responsibilities and activities within this post are delivered in accordance with WeProtect Global Alliance core values and relevant corporate, organisational, financial and compliance policies.
- To travel to meetings and for a which may require the need to work unsociable hours e.g. attending evening or weekend meetings.
- To adhere to relevant legal and statutory requirements including the Data Protection Act and the Health and Safety at Work Act.
- To use WeProtect Global Alliance resources responsibly.

As a global, multi-sector alliance, ensuring equity, diversity and inclusion (EDI) is embedded in everything we do is a critical priority. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to be impactful and effective. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equality in physical and mental health for all.

Person Specification

Essential criteria

Experience

1. Substantial hands-on experience managing multi-donor grants across the full lifecycle from start up to close out with a diverse donor community (governments/multilaterals, trusts and foundations, and private donors), including restricted awards.
2. Proven track record coordinating high-quality donor reports and ensuring contractual compliance across multiple awards and deadlines.
3. Demonstrable experience collaborating and leading financial reporting (budgets, forecasts, cost recovery and expenditure monitoring).
4. Experience with grant databases/CRM.
5. Strong stakeholder management skills, with experience liaising directly with donors and supporting senior leaders with briefings and stewardship.

6. Experience in due diligence, risk management and audit-readiness for grants (e.g., procurement, safeguarding, sanctions/PEP checks, data protection).
7. Proven experience working autonomously in a fast-paced environment to deliver a broad range of donor activities.

Skills

1. Outstanding organisation and time management, with the ability to manage competing deadlines and maintain meticulous records.
2. Excellent written communication, able to synthesise complex information into clear, outcome-focused reports and proposals.
3. Financial literacy: confident reviewing budgets, variances and forecasts; advanced Excel skills and comfort with shared-working tools (MS Office, Teams, SharePoint).
4. Analytical judgement and problem-solving, with a pragmatic, solutions-focused mindset.
5. Ability to work independently and collaboratively in a remote, international team, exercising discretion and sound judgement.
6. Commitment to safeguarding, child protection, EDI and ethical fundraising practice.

Knowledge

1. Practical understanding of donor compliance for public/institutional and philanthropic funders including awareness of different types of donor reporting requirements.
2. Knowledge of monitoring, evaluation and learning principles and how to evidence impact and learning in grant reports.
3. Familiarity with data protection (GDPR) and information governance in grants contexts.
4. Understanding of WeProtect Global Alliance's mission, vision, values and global operating context.

Other

1. A willingness to travel and work unsocial hours (time in lieu can be claimed)
2. Commitment to your own continuing professional and personal development
3. To uphold high standards of work, standards and conduct in line with WeProtect Global Alliance values.

Desirable Criteria

1. Experience setting up or improving grants management systems (trackers, calendars, templates, workflows) proportionate to a small organisation.
2. Experience supporting evaluation and learning and presenting insights to stakeholders.

3. Awareness of global child protection policies and procedures within the digital arena and a genuine passion for child protection

Diversity, inclusion and equity

We are committed to building a diverse and inclusive organisation. We actively welcome applications from people of all backgrounds, including those of different ages, genders, ethnicities, sexual orientations, abilities, and lived experiences. We particularly encourage applications from individuals who are part of communities that are under-represented in our sector, including Black, Asian and other ethnic minorities, disabled people, and LGBTQ+ individuals.

Safeguarding and values

As a child-focused organisation, we have a strong commitment to child safeguarding and rigorous procedures. The successful candidate will be required to provide two referees and to undergo a criminal record check.

All staff are expected to act at all times in a manner consistent with our values and in compliance with our policies and procedures, including our Safeguarding Policy and Code of Conduct.

Our values are:

- **Empowerment** – collaboration, innovation, challenge
- **Accountability** – responsibility, delivery, safeguarding
- **Respect** – honesty, feedback, inclusion

Recruitment process

Applicants should provide an up-to-date CV as well as a covering letter of no more than two pages setting out why you want to work for WeProtect Global Alliance and summarising how you meet the person's specifications.

Applications should be sent to careers@weprotectga.org titled 'Fundraising and Grants Manager – [applicant's name]'

Deadline: Monday 24th November at 19:00 (GMT)