

TERMS OF REFERENCE

DESIGNATION : **Grants and Partnership Manager**

UNIT : **Partnerships and Special Projects**

Background

Unilab Foundation, Inc (ULF) is the corporate foundation of United Laboratories, Inc. Its purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will improve the mental health and wellbeing of young Filipinos, nurture integrated Science, Technology, Engineering and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long term, transformational development impact and is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry and academe to address development issues in a coordinated manner.

ULF has three Programs:

- Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- Project Kaakbay enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose

The Grants and Partnership Manager is responsible for securing funding opportunities, managing grants, and developing strategic partnerships to support ULF's programs and projects.

Scope of Work

- A. Grants Management (50%)
 - 1. Research, identify, and secure funding opportunities from donors, foundations, corporations, and government agencies.
 - 2. Develop and write grant proposals, concept notes, and budgets in collaboration with program teams.
 - 3. Ensure timely and compliant reporting to donors, including narrative and financial reports.
 - 4. Manage grant budgets, track expenses, and ensure financial accountability.
- B. Partnership Mapping/Donor Relationship Building (30%)
 - a. Foster relationships with existing and potential partners, including donors, NGOs,
 - b. Ensure adherence to donor regulations, NGO policies, and relevant laws.
- C. Resource Mobilization and Fundraising: (5%)
 - a. Develop and implement a fundraising strategy to achieve organizational goals.
 - b. Program Development: Collaborate with program teams to design and develop projects aligned with organizational objectives.
- D. Special Projects Oversight (10%)
 - a. Ensure successful implementation of projects under grants and projects funded by ULF
- E. Team Collaboration and Capacity Building (5%)
 - a. Manage the operations and team members of the unit

Knowledge, Abilities and Skills required

- 1. Master's degree in relevant field (e.g., International Development, Business Administration).
- 2. 3+ years of experience in grants management, fundraising, or partnership development.
- 3. Excellent writing, communication, and interpersonal skills.
- 4. Strong analytical and problem-solving skills.
- 5. Experience with grant management
- 6. Knowledge of donor regulations (e.g., USAID, EU, UN).

SKILLS

- 1. Strategic thinking and planning
- 2. Grant writing and management
- 3. Partnership development and maintenance

4. Budgeting and financial management
5. Communication and interpersonal skills
6. Research and analysis
7. Project management
8. Compliance and risk management

Selection Criteria

KEY PERFORMANCE INDICATORS

1. Grants secured: Number of grants secured within a specified period.
2. Funding amount: Total amount of funding secured.
3. Proposal submission rate: Number of proposals submitted.
4. Proposal approval rate: Percentage of approved proposals.
5. Donor retention rate: Percentage of repeat funding from existing donors.
6. Partnership engagement: Number of partnerships established/maintained.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line **Grants and Partnership Manager** and a cover letter outlining your suitability for the position.

Due to the volume of applications received, only shortlisted candidates will be notified.

Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.