



Vacancy for Grant and Reporting Manager

Vacancy Posting Date: 18 March 2026

Contract: Full Time

Duty Station: Kyiv Office

Job Summary:

The Grant and Reporting Manager will play a pivotal role in securing, managing, and reporting on the organization's funding portfolio in Ukraine. This position is responsible for the full grant lifecycle, from identifying new funding opportunities and developing high-quality proposals to ensuring strict compliance with donor requirements and submitting timely, accurate reports. The Grant and Reporting Manager will work in close collaboration with program, finance, and M&E teams, as well as with local and international partners. The ideal candidate will be a highly organized, detail-oriented, and proactive individual.

Key Responsibilities:

1. Grants Management & Compliance

- Serve as the primary point of contact for donor inquiries and requests, building and maintaining strong relationships with a range of institutional and government donors
- Ensure full compliance with donor regulations and internal policies throughout the grant lifecycle.
- Manage a portfolio of grants, including tracking key deadlines, milestones, and compliance requirements.
- Lead grant opening and close-out meetings, ensuring all relevant teams are aware of donor requirements and deliverables.
- Monitor grant performance against project plans, budgets, regularly review Budget vs Actual (BvA) and indicators, flagging any risks or issues to senior management.
- Provide guidance and training to program and support teams on donor-specific regulations, reporting formats, and grant management procedures.
- Conduct due diligence on potential partners and sub-grantees, ensuring their capacity to meet donor compliance standards.
- Support accurate cost allocation between projects and ensure that staff and shared costs are distributed according to approved budgets and cost-sharing principles.

2. Proposal and Business Development

- Proactively identify and track new funding opportunities from institutional donors, foundations, and other sources that align with CAMINO's strategic priorities.
- Lead the development of high-quality, compelling, and compliant funding proposals, concept notes, and expressions of interest.
- Facilitate proposal design workshops and coordinate inputs from various departments (programs, finance, MEAL, logistics) to ensure a coherent and well-structured submission.



- Develop and review grant budgets in close collaboration with the finance and programs teams, ensuring all necessary costs are included and are compliant with donor guidelines.
- Draft and/or contribute to the development of communication materials for donors, such as fact sheets and case studies.

3. Reporting & Information Management

- Coordinate the timely submission of all donor reports (narrative, financial, and technical), ensuring accuracy, completeness, and adherence to donor guidelines.
- Review and edit reports in English, ensuring a high standard of quality, clarity and consistency.
- Maintain a clear and organized grants management system, including electronic and hard-copy files for all grant-related documentation.
- Support the preparation for and coordination of donor audits.

4. Coordination & Representation

- Actively participate in relevant humanitarian coordination meetings and clusters to stay informed on the evolving context and represent CAMINO's work.
- Build and maintain strong working relationships with other NGOs, local partners, and stakeholders.
- Collaborate with the global/regional grants teams to ensure alignment with wider organizational strategy and best practices.

Required Qualifications & Experience:

- University degree in International Relations, Development Studies, Communications, or a related field.
- Minimum of 3-5 years of experience in grants management, business development, or a similar role within the humanitarian or development sector.
- Proven experience with major institutional donors such as UN and Bilateral donors, and other international foundations.
- Demonstrated ability to write high-quality, successful proposals and donor reports.
- Strong financial management skills, including experience in budget development and financial monitoring.
- Excellent organizational skills with the ability to manage multiple priorities and meet tight deadlines.
- Strong project cycle management knowledge (needs assessment, project design, implementation, monitoring & evaluation).
- Fluent written and spoken English is essential.

Personal Attributes:

- Strong team player with excellent interpersonal and communication skills.
- High level of integrity and a commitment to humanitarian principles and CAMINO's values.
- Ability to work effectively under pressure in a fast-paced and complex environment.
- Analytical and problem-solving skills with a high attention to detail.



Disclaimer: This job description is not intended to be all-inclusive. The employee may be required to perform other duties as assigned. This job description is subject to change at any time.

All applications will be carefully reviewed; however, only shortlisted candidates whose qualifications closely match the position requirements will be contacted. CAMINO is committed to fair and transparent recruitment practices. Ethical conduct, integrity, and adherence to the organization's values form an essential part of each employee's annual performance evaluation.

All candidates will be required to pass a reference check.

To apply for this position, please send your CV and a cover letter to HR@camino.ngo.

We sincerely thank all candidates for their interest in our organization.

Please note that only shortlisted candidates will be invited for an interview.

Vacancy Status: Open