The European Disability Forum is seeking a Grant Management and Funding Officer to support its work. We are a non-governmental European umbrella organisation advocating for the rights of persons with disabilities at EU level. Our membership includes 100 Organisations including European NGOs and National Federations of organisations of persons with disabilities. Our mission is to promote the equal opportunities and human rights of persons with disabilities towards the European Union.

**Persons with disabilities are strongly encouraged to apply**

**Purpose of the role**

Strengthen the financial sustainability of EDF through the development of and reporting on grants, projects and other new funding streams.

**Tasks and responsibilities**

Under the supervision of Finance, Human Resources and Admin Manager, the Funding and Grant management Officer is responsible for the following activities:

**Funding and grants management**

- Dealing with financial aspects of grant and project management, fundraising and donor reporting
- Participating in EDFs project monitoring activities
- Overseeing the filing and of our European Commission programme deliverables
- Supporting the financial management and reporting of the international cooperation projects, including responding to donors on urgent budget questions

**Monitoring of Project Expenditure**

- Preparing monthly, mid-year and end-of-year financial reports for projects
- Preparing and supporting audits
Monitor project payments and human resource allocation against approved budgets and donor requirements

Analyse and forecasting costs and budgets for on-going and future projects.

**Funding and grants development**

- Keeping an up-to-date list and analysing future funding opportunities for EDF, including institutional donors, corporate sponsors, foundations, etc.
- Screening funding opportunities for alignment with EDF objectives and work
- Developing project ideas and proposals with EDF members with accurate budgets
- Developing and implementing plans for new income streams including through the EDF website
- Ensuring opportunities for funding for the disability movement are proactively shared with EDF members

**Internal reporting and accountability**

- Preparation of documents for internal and external communication which give oversight of EDF projects (including our annual report)
- Keeping the EDF accountability and financial transparency webpage accurate and up to date
- Identifying areas of organisational development to improve projects and grants management
- Collecting information for monitoring purposes

To undertake new tasks as needed by EDF