



## Grant Communications and Reporting Manager

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**Location:** Open to Kenyan and Tanzanian nationals only. Remote and occasional work in the TeachUNITED office in Kenya or Tanzania, and travel within the region to meet the needs of the position or attend regional events as needed.

**Reports to:** Africa Director

**Term:** 12-month consulting engagement with a full-time scope of work, requiring an average time commitment equivalent to approximately 40 hours per week during the contract term. Possibility of extension based on job performance and availability of funding.

**Salary:** \$26,000

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### About TeachUNITED

TeachUNITED is an international non-profit dedicated to improving student outcomes by bridging the equity gap for teachers. By providing access to coaching and training programs to teachers and administrators in rural and underserved communities, we empower educators where the disparity is most acute. A rapidly growing organization, TeachUNITED reaches thousands of teachers and children with a goal of improving education for three million students by 2030.

### Position Overview

The Grant Communications and Reporting Manager will lead internal and external communications for TeachUNITED's programs in Africa. This role will support grant reporting, communications, storytelling, and dissemination of program results to stakeholders, including government, funders, partners, and the community.

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### Roles and Responsibilities

#### **Grant Reporting, Writing, and Management (60%)**

- *Grant Reporting & Monitoring*
  - Produce monthly and quarterly grant reports, including program progress and evaluation summaries, KPI tracking, and case studies.
  - Collaborate with the MEL team to translate monitoring and evaluation data into clear, donor-ready narratives and visuals.

- *Grant Writing & Proposal Development*
  - Revise and update grant applications annually to reflect program learning, adaptation, and results.
  - Support the development of new funding proposals as needed.
- *Donor Stewardship & Grant Management*
  - Support donor relationship management by drafting communications, participating in donor calls, tracking follow-ups, and supporting contract execution and payment schedules (in coordination with senior leadership).
  - Maintain accurate and up-to-date grant records and reporting notes in internal systems.

### **Communications (30%)**

- *Case Studies, Reporting & Storytelling*
  - Develop case studies, briefs, and project updates to share with Policy Hub, government stakeholders, and broader TU audiences.
  - Collect project updates and stakeholder stories and translate them into content for reports, newsletters, social media, and the TU website.
  - Track and report on progress toward policy influence and integration of program learnings into government systems.
- *Knowledge Sharing & Dissemination*
  - Support Program Leads and Directors with presentations, briefs, and materials for conferences, events, and engagements.
  - Contribute to shared communications strategies with partners, including Policy Hub, as these evolve.
- *Events, Visits & Visibility (Communications-Focused)*
  - Support high-profile field visits, workshops, and government stakeholder events
  - Prepare talking points, briefing materials, signage, and other visibility assets for key events.

### **Additional Support (10%)**

- Provide flexible support aligned to TeachUNITED's evolving needs in partner regions.
- Occasional travel to program locations in Tanzania and, as needed, Kenya.
- Perform other duties as assigned in support of TeachUNITED's mission, programs, and team.

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## Candidate Profile

### **Required Qualifications**

- At least 5 years' experience in grant management, communications, or related roles.
- Bachelor's degree (preference for communications, grant management, or related field)
- Native-level fluency in spoken and written English, with strong writing, editing, and visual storytelling skills.
- Experience working with rural or low-resource communities is a plus.
- Proficiency with basic office tools (Google Suite, Microsoft Word, Excel).

- More advanced spreadsheet skills, familiarity with Salesforce and/or graphic design skills a plus.
  - Exhibit excellent interpersonal and intercultural communication skills.
  - Passion and positive energy to be part of a non-profit team, willingness to collaborate, and lead the development of new programs.
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If interested, please submit the following to [Jobs@TeachUNITED.org](mailto:Jobs@TeachUNITED.org)

1. Cover letter with the name of the job opportunity specified
2. Resume CV
3. Contact information for three references