

Grants Manager, Jordan

A technical role seeking expertise in bid writing, grant management and effective donor management

Location: Amman, Jordan (office-based) *Regular contact via Zoom with our teams in the UK and Lebanon.*

Contract: Full-time, 5 days per week | 1-year contract with strong likelihood of renewal

Salary: 1,500 – 1,800 JD per month (commensurate with experience, inclusive of tax and social security)

Start Date: 14th September 2026

Reports to: Joint CEO (based in London)

Candidates need to be available for interviews on 25th & 26th August 2026

The Grants Manager has a mandate to support the Seenaryo team in Jordan with achieving their strategic and programmatic vision through securing new funding and managing grants. The role will be primarily focused on working with the other 7 core staff members (and 30+ freelancers) of the Jordan team but the role extends to securing and managing grants for Seenaryo's work in Palestine too.

Day to day, this role will feel like managing a list of technical tasks such as budget tracking, donor emails and database updates, as well as carving out quiet time to write effective funding proposals and convincing reports. We are looking for someone who can translate the project team's ideas into smart log frames and persuasive arguments and someone who can use reporting to tell a powerful story about project impact. The scope of this role has the potential to grow significantly based on the strengths and ambitions of the right candidate.

CORE COMPETENCIES

We hire for character and competency first. These are the qualities we are looking for:

- 1. Commitment to theatre, play & meaningful participation**
- 2. Commitment to care** (humans first)
- 3. Growth mindset**
- 4. Open & effective communication**
- 5. Resilience & adaptability**
- 6. Commitment to excellence** (in every detail)

KEY RESPONSIBILITIES

Grant Management, Donor Management & Reporting:

- Oversee Seenaryo's Play-based learning and Theatre grants in accordance with the Seenaryo Strategy to ensure all Key Performance Indicators are met
- Liaise and communicate effectively with Project Teams and Operation Teams to ensure grants are implemented successfully.
- Manage donor relationships in Jordan and Palestine, including: producing management and donor reports and ensuring all reports are submitted in a timely and quality manner; liaising with donors on finances and deliverables.
- Ensure that all activities operate within all policies and procedures of the organisation and donors, and comply with all relevant legislation, compliance requirements and professional standards.
- Troubleshoot, identify and evaluate risks associated with the activities and take appropriate action to control the risks together with Project Teams.
- As budget holder on assigned grants, manage and write complex budgets, authorise and monitor project spends and where appropriate perform other budget holder duties. All spending must be in line with donor regulations and contracted budgets.
- Report on grants in line with donor deadlines, striving to tell a powerful story of impact and seeking the relevant data, learnings and project information required.
- Oversee the successful implementation of Monitoring and Evaluation tools and systems, assess data for reporting purposes, feed in ideas to design of MEAL processes.
- Participate in weekly fundraising meetings and Board meetings where required and communicate relevant programme, fundraising and operational updates in these meetings.

Grant Writing (Jordan & Palestine):

- Design projects in consultation with the project teams and write, submit and manage grant proposals, applications and supporting documents (e.g. summaries and decks on Seenaryo's work).
- Work with the CEOs, Directors, and Project Teams to map donor priorities and potential funding opportunities, linking these to Seenaryo's Strategic Priorities.
- Work with the CEOs, Directors, and Project Teams to support or, where agreed, lead relevant donor relationships ensuring Seenaryo is effectively represented to be best placed to secure future funding.
- Work with the CEOs, Directors and the Lebanon Head of Programmes to monitor and strategically develop Seenaryo's programmes, in line with Seenaryo's 2025-2028 Fundraising Strategy.
- Take a leading role in building and fostering new relationships with donors and other partners and stakeholders, with a specific focus on international donors, embassies, international trusts and foundations and Jordan-based philanthropists.

People Management & Representing Seenaryo:

- In consultation with other relevant staff recruit, interview and select well-qualified new staff and ensure they are effectively inducted.

- The position has the possibility of line managing external consultants and other staff which includes leading their continuous review to ensure that the team is to deliver quality implementation of projects.
- Feed into activity reporting systems in Jordan (through working groups) to ensure Seenaryo's activities in Jordan are logged and recognised in the wider NGO/INGO eco-system.
- Represent Seenaryo and successfully share strategic and programmatic updates where relevant at conferences, cross sectoral working groups and in donor consortiums.

As part of an ambitious and growing organisation with a united mission the role will also involve engaging with the Jordan team and wider organisation in other tasks not listed above, within reasonable expectation and in agreement with the GM's line manager e.g. contributing to the organisation of conferences, planning whole team Blue Sky meetings etc., and fundraising events in Jordan.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

We are looking for someone with:

- More than 3 years of experience writing fundraising bids and managing grants
- Experience securing and managing grants upwards of \$75,000 (USD)
- Experience in education and/or arts and/or the non-profit sector
- Experience working with key NGO donors, Jordanian ministries or in funding consortia
- Profound knowledge of and experience working in the Arab region, specifically Jordan
- Fluent written and spoken English
- Excellent knowledge of MS Office, Google Drive, Zoom

DESIREABLE EXPERIENCE

- Master's degree or equivalent in a relevant field (e.g. education, theatre, arts, Community Development)
- Experience with MEAL tools, systems and data analysis
- Experience in managing staff and supporting capacity development
- Experience effectively integrating AI tools and processes for enhancing work experiences
- Good written and spoken Arabic

HOW TO APPLY

To apply, please fill out [this form](#) by **Wednesday 19th August 2026 at 6 pm** (Amman time). We will be reviewing applications as they come in and may contact shortlisted candidates for screening interviews before the closing date.

ABOUT SEENARYO

Working in Lebanon, Jordan, Palestine and Syria, Seenaryo uses theatre and play to support mental health, shape futures, and drive social justice. Over ten years, Seenaryo has developed a unique and radically participatory approach to theatre and learning. What began in community spaces in 2015, has moved into classrooms, onto stages and toured to international festivals. Reaching over 205,000 people in the last decade, Seenaryo won the Digital Innovation of the Year – Learning prize at the 2025 PIONEER Awards, the Resilience in Action Award at HUNDRED 2024, and the Arts, Culture & Heritage prize at the 2023 UK Charity Awards.