

**Sight Edge Research Consultancy**

**Job Description**

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| **Job Title** | **Grants & Proposal Development Specialist** |
| **Department** | **Fundraising** |
| **Supervisor** | **Fundraising Director** |
| **Duty Station** | **Hybrid** (with regional focus on South Sudan, Kenya & Somalia) |
| **Deadline** | **12th September 2025** |

About Sight Edge Research Consultancy

Sight Edge Research Consultancy is a leading data-driven research and analytics firm based in Nairobi, Kenya, with operations across **South Sudan, Kenya, and Somalia**. We specialize in **social research, monitoring & evaluation, public opinion polls, market intelligence, and impact assessments, Program design and Implementation, AI & ML integration,** helping organizations, governments, and development partners make **informed, evidence-based decisions**. Through innovative methodologies and advanced analytics, we deliver actionable insights that drive **sustainable development and community resilience** across sectors such as **livelihoods, food security, health, education, and governance**.

We are seeking an experienced, innovative, and results-oriented **Grants & Proposal Development Specialist** to join our dynamic team. The ideal candidate will have a proven track record of developing competitive proposals, concept notes, and donor reports for international NGOs, development partners, and institutional donors across South Sudan, Kenya, and Somalia.

Key Responsibilities

1. Identify, research, and analyze funding opportunities from bilateral, multilateral, and private donors.
2. Develop high-quality proposals, concept notes, and budgets that meet donor specifications.
3. Collaborate with technical and program teams to design robust project frameworks and strategies.
4. Ensure proposals are compliant, well-structured, and delivered on time.
5. Build and maintain strong relationships with donors, partners, and stakeholders within the region.

Required Qualifications & Experience

1. Bachelor’s degree in Development Studies, Project Management, Communications, or related fields *(Master’s preferred)*.
2. Minimum 3–5 years of successful experience in grants/proposal writing within East Africa.
3. Demonstrated ability to secure funding from diverse donors and knowledge of donor landscapes in South Sudan, Kenya, and Somalia.
4. Exceptional research, writing, and communication skills.
5. Ability to manage multiple priorities, work under pressure, and meet strict deadlines.

How to Apply  
**Interested candidates are invited to submit their CV, cover letter, and two samples of successful proposals to hr@sight-edgeresearch.com with the subject line: “Application – Grants & Proposal Development Specialist”. Only shortlisted candidates will be contacted.**