OMNA TIGRAY

Grants & Operations Manager

Mekelle, Tigray • Full-time • Reports to the In-Country Director

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Omna Tigray is a global, nonpartisan, diaspora-led nonprofit working for human rights, justice, and sustainable development for the people of Tigray. As we establish our office in Tigray, we are hiring the person who will help fund the work and keep it running.

The role

The Grants & Operations Manager is responsible for two functions a small organization cannot separate: securing the funding that sustains Omna's work, and maintaining the financial and regulatory discipline to account for it. Proposal development and donor management form the larger share of the role. The remainder covers the operations of the Tigray office — payroll, bookkeeping, statutory filings, and coordination with Omna's accountants and legal counsel.

The position carries responsibility across every jurisdiction in which Omna is registered. It requires exacting documentation, discretion in handling financial and personnel information, and the ability to meet donor and regulatory deadlines that do not move. Omna's Tigray team is small, and the responsibilities of the role are correspondingly broad.

What you'll do

Write the grants. Identify opportunities from foundations, international NGOs, bilateral donors, and institutions; draft proposals, narratives, and budgets with Omna's departments, grounded in evidence from the field team.

Manage what the grants require. Track deliverables and deadlines, assemble donor reports, and make sure spending matches what was promised and documented.

Keep Omna compliant in Tigray. Work alongside local accountants and legal counsel to meet Ethiopian and Tigray regional obligations — payroll tax and pension remittances, CSO reporting, and the filings and payments individual projects generate.

Hold the global compliance calendar. Know what is due where and when across every jurisdiction Omna operates in — United States filings, registrations pending in other African countries, and any observer or consultative status we hold — and coordinate the professionals who file in each.

Run payroll and people operations. Process monthly payroll, maintain contracts, staff records, and leave, and make sure required trainings are completed across the team.

Keep the books and the record. Maintain day-to-day bookkeeping, allocate expenses correctly across grants and cost centres, and keep a complete digital archive of receipts, invoices, contracts, and filings. Write down the procedures you follow, so compliance does not live in one person's head.

Work within Omna's financial controls. Submit every expense to the In-Country Director for approval and signature before it is paid, and prepare the quarterly record of signed expenses for review by Omna's Board of Directors.

Move projects forward. Coordinate initiatives and one-off projects across the team — timelines, deliverables, and the follow-through that keeps them from stalling.

Do what a small office needs. Partner correspondence, outreach, procurement, and the range of tasks a five-person team generates in a week.

What we're looking for

- Demonstrated grant writing — proposals you drafted that were funded, and the ability to show us your writing
- Excellent written English; Tigrinya is a strong advantage for staff, vendor, and government-facing work
- Bookkeeping and payroll experience, and confidence with accounting software such as Peachtree, QuickBooks, or Sage
- Familiarity with Ethiopian statutory requirements for nonprofits — CSO reporting, payroll tax, and pension — or the ability to get up to speed quickly with external accountants
- Experience holding a compliance calendar across more than one jurisdiction, or clear evidence that you can absorb an unfamiliar regulatory framework and never miss a deadline in it
- Comfortable directing external accountants, auditors, and legal counsel — you will coordinate these professionals rather than replace them
- Highly organized and genuinely deadline-driven; donors do not extend deadlines
- Absolute discretion with payroll, personnel, and financial information
- Comfortable working as a generalist on a small team, and moving between fundraising, finance, and coordination in the same day
- Bachelor's degree in a relevant field; 3–5 years of experience in fundraising, nonprofit administration, finance, or operations

Terms

Full-time, based in Mekelle, with an initial six-month probationary period; continuation depends on performance. Compensation is set in line with local market rates for comparable roles and specifics will be discussed with shortlisted candidates.

To apply

Send your CV, a writing sample, and your qualifications to **contact@omnatigray.org**.

For the writing sample, a grant proposal or donor report you drafted is ideal. If your past work is confidential, any substantial piece of professional writing is fine.

If you are shortlisted, we will ask for references at that stage.

Please use the position title and your full name as the email subject line: **Grants & Operations Manager — [Your Full Name]**.

We thank all applicants; only shortlisted candidates will be contacted.