

Grant Programmes Manager

Tamil Endowment Fund

The Tamil Endowment Fund (TEF) was founded in 2021 to provide perpetual support to Tamil organisations and causes. TEF invests its endowment to generate financial returns that can support multi-year grant programmes.

Currently, TEF has an advisory relationship with a well-established Tamil organisation. In this role, we have developed a donor due diligence framework, actively participated in the interview process (as an independent) for their next CEO and provided suggestions for improving their finance function.

We have also recently launched a grant programme with a partner organisation.

Role & Responsibilities

As a Grant Programmes Manager your responsibilities include:

- Design and coordinate TEF's grant strategy and partner programmes.
- Develop and maintain a market map of the Tamil organisations in the UK and in the global diaspora.
- Identify community needs and opportunities in the short, medium and long-term.
- Identify and implement organisational improvements within partner organisations.
- Design and prepare the Annual Tamil Endowment Fund Impact Report.
- Organise a variety of stakeholder engagement sessions.

Qualifications / Experience

- A genuine passion to help the Tamil Community.
- Comfort in writing short length reports and conducting critical analysis.
- Have the ability to build personable relationships with all age groups and backgrounds.
- Preferred Backgrounds: Consulting, Charity, Sustainability, Finance, Fundraising but not essential.

Compensation / Time Commitment

This is a voluntary position and would require 1-2 hours of time commitment per week.

Application Process

Please send your CV and a short cover letter (of no more than 200 words) outlining your interest, suitability and ideas for this role, to contact@tamilendowmentfund.org