

POSITION DETAILS

Position Title:	Grants Manager	Position Location:	Arlington, Virginia
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Position Summary:

Conservation International seeks a Grants Manager candidate with at least a Bachelor degree, preferably in a finance-related field, 3-5 years of work experience in grants or finance, and proficiency in written and oral Spanish, French, or Portuguese. This position will develop a business-partner relationship with assigned programs, providing full cycle grants and contracts support to staff and sub-recipients. The position will ensure that all administrative and financial aspects of grants and contracts management are performed efficiently and to a high standard of quality, from the planning and application phase through contracting, reporting, and close-out. This position will ensure that their portfolio of grants and contracts complies with institutional policies and any applicable donor requirements, with an emphasis on oversight of financial reporting and contractual compliance.

Specifically this position is responsible for assessing and managing grantee risk and compliance, generating grant agreements, contracts and amendments, ensuring integrity of data in the grants and contracts database(s), analyzing data, reviewing grantee financial reports, trouble-shooting reporting problems, and processing disbursement requests. The position involves managing the communication flow with grantees, internal staff, and external program staff. Incumbent will work with team on improvements to grants management systems and processes and on training of staff and grantees.

Position Responsibilities:

- Coordinate grant-making and contracting by providing flexible, responsive, and informed support to program staff, field colleagues, grantees, and applicants.
- Ensure grantee compliance with terms of grant agreements.
- Address and resolve issues of administrative, financial and contractual compliance with grantees.
- Ensure accurate and timely data entry and maintain awareness of user needs for the grant system, proposing fixes and improvements as appropriate.
- Participate in the development of new grant-making system and supporting templates.
- Assist in training of grants staff and grantees and build solution-oriented business partner relationship with staff from assigned programs.
- Assist in updating, and helping ensure staff adherence to, grant management policies and procedures.
- Other duties as assigned by supervisor.

Education, experience, skills and abilities:

Required

- Minimum of a Bachelor degree, preferably in a finance-related field.
- 3-5 years of related work experience, preferably in grants or finance.
- Proficiency in written and oral Spanish, French, or Portuguese.
- Strong oral and written communication skills.
- Strong organizational skills.
- Strong computer skills including MS Office, databases, and file management.
- Strong attention to detail.
- Ability to work independently and as part of a team.

Preferred

- Some knowledge of environment and international affairs.
- Some knowledge of finance and contracts.

Working Conditions:

- This position is located in Arlington, VA

- The duties of this position are carried out in a normal office environment.
- Travel, up to four times per year, may be required.

Application Instructions

Please visit www.conservation.org to apply in the careers section.