



## INTERNATIONAL MEDICAL CORPS

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[www.imcworldwide.org](http://www.imcworldwide.org)

### 17-252: Senior Grants Officer

**Country:** Los Angeles, CA or Washington, DC

**Department:** Finance

#### Essential Job Duties/Scope of Work:

##### SUMMARY:

The overall role and responsibility of the Senior Grants Officer is to provide cradle to grave grant, contracts, cooperative agreement, and sub award support to international programs ensuring compliance with general donor regulations, grant specific requirements and IMC policies and procedures.

##### RESPONSIBILITIES:

- Review donor awards, memorandum of understanding, teaming agreements, sub-agreements, contracts, and donor request letters and mitigate risks;
- Research, interpret and provide guidance on donor regulations for inter-departments;
- Ensure compliance with donor regulations and IMC's policies and procedures for relevant agreements and advise staff/management on compliance issues;
- Facilitate the agreement routing process to ensure timely inter-department review and completion.
- Assist with assessment of subrecipient's organizational capacity, including but not limited to the technical and financial capacity, internal controls, risk analysis and establish risk mitigation plans.
- Assist with developing subaward agreements, modifications and closeouts in compliance with donor regulations;
- Assist the operations departments to ensure compliance with donor reporting as per donor requirements;
- Provide support for proposal application/development, inclusive of completing organizational assessment and organizational certification and assurances.
- Assist with preparation for external audits, and assist in addressing internal and/or external audit queries;
- Maintain key related documentation in the files for Grants/Contracts, MOUs, Teaming Agreements, Sub Awards, and other relevant documents;
- Maintain donor and sub award information in both Agreement Review Management System (ARMS), Field Activity Management System (FAM), and other systems as required;
- Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all inclusive;

##### Qualifications:

- Bachelor's Degree from an Accredited University
- Four years working experience with US Federal (USAID/OFDA, BPRM, DHHS/CDC), European (ECHO, DFID) and United Nations (UNHCR, UNICEF, UNOCHA, UNFPA) donor grants/contracts.
- Working knowledge of 2 CFR 200, FAR, AIDAR, and DHHS/CDC Grants Policy Statement.
- Strong organizational skills; ability to handle multiple tasks and demands, establish priorities and work effectively in a deadline driven environment with accuracy and attention to detail.
- Excellent communication (oral and written) and interpersonal skills.
- Proficiency in MS Word and Excel.

How to apply: Please go to: [Careers | International Medical Corps](#) follow the instructions for applying online.

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