



OPEN POSITION ANNOUNCEMENT

Water For People is a global nonprofit working across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that will last. We have a sustainable solution to end the global water and sanitation crisis, and our employees across the world help drive this solution.

Water For People is currently recruiting for the position of **Finance Grants Manager**. Based at Water For People's headquarters in Denver, CO, the Finance Grants Manager oversees the financial management and record-keeping side of the annual grant-making process for all Water For People programs and for all grants received. The Finance Grants Manager works closely with program employees and senior leaders to ensure accurate financial reporting and procedural compliance on all grants. The Finance Grants Manager also ensures proper negotiation of the terms and conditions for grants and views and analyzes budget estimates for allow-ability, allocation, reasonableness, and consistency.

ESSENTIAL JOB FUNCTIONS AND DUTIES

- Develop and maintain financial accounting systems to track expenditures for all grants
- Audit individual grant allocation to ensure compliance with donor and organization regulations
- Implement and monitor systems of checks and balances consistent with standard accounting practices and bring instances of non-compliance or financial risks to the attention of the Chief Financial Officer
- Provide financial management training and support for department personnel, financial volunteers, and Regional Finance directors
- Analyze and evaluate contract and grant budgets for correct calculation of expenditure categories such as salaries, program cost, indirect costs, materials, and equipment
- Conduct pre-award audits of possible grantee organizations, in addition to audits during implementation and at close-out, as needed and identified in coordination with the Controller
- Monitor financial management of grant funds to ensure consistency with agreed technical plan and actual implementation and monitor the projected expenditures against their actual incurrence
- Ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close by managing pre-award, tracking payments, reviewing or producing relevant reports, monitoring, and post-award management
- Review and approve grant award packets prior to notification of the award
- Work with Program and Business Development teams to develop and maintain all grant agreements pertaining to grant awards
- Oversee and act as Water For People's expert for all aspects of Water For People's grant making process including all grant administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure excellent controls
- Provide on-going training to program and finance teams as it relates to grant administration and organizational policies
- Manage the invoicing to donors and track the expenses for Water For People's grant portfolio
- Acts as referent during the organization's annual audit for aspects related to grants
- Provide hands on training to grantees as it relates to grant administration and compliance policies
- Develop and maintain a basic grant-making manual and communicate appropriately with employees

concerning policies, procedures, and updates

- Lead the implementation of grant management systems and work in collaboration with Program, IT, Development, and Finance teams to implement new system
- Serve as the primary administrator for the new grant management system and provide the necessary training to employees; write new standard operations procedures as required

BEHAVIORS AND COMPETENCIES

- **Connects to the Mission** – Embraces the mission of Water For People and is passionate about advancing the dynamic role it plays leading social impact in international development. Understands and demonstrates how own efforts impact on the larger organization and operates in alignment with the vision, values and strategic objectives of the organization.
- **Demonstrates Ethics and Integrity** – Understands ethical behavior and business practices and ensures that own behavior is consistent with these standards and aligns with the values of the organization. Consistently follows through on commitments and lives our values of accountability, courage, empowerment, partnership, and transparency.
- **Manages through Ambiguity** – Identifies, supports, and champions opportunities for change and continuous improvement. Trusts the judgment of the field staff.
- **Demonstrates Cultural Awareness** – Shows empathy, a high comfort level in the low- and middle-income countries, and unquestionable integrity; able to engage the wide range of stakeholders from a variety of backgrounds and cultures.
- **Action-oriented** – Takes an entrepreneurial, adaptable, and innovative approach to completing tasks. Has an unwavering commitment to delivering quality work products.
- **Connects with Others** – Demonstrates exceptional communications and interpersonal skills, exceptional networker, key influencer, and be comfortable representing Water For People across a wide variety of audiences.
- **Self-confident** – Demonstrates humility, mature confidence and courage to innovate, risk, and lead in own role. Is unafraid and willing to take risks and courageously to find new ways to achieve the organization's desired impact.

QUALIFICATIONS, KNOWLEDGE, & SKILLS REQUIRED

- Bachelor's degree in business administration, accounting, or finance, or equivalent work experience
- Professional accounting designation such as ACA/ACMA/ACCA or equivalent preferred
- Master's Degree in business administration, accounting or finance preferred
- 7+ years of experience with grants administration and/or compliance (government grant experience required; federal grant experience desired)
- Nonprofit or NGO experience
- Knowledge of federal, state, and/or community funding sources and mechanisms
- Strong project management and time management skills; highly organized and detail-oriented
- Proficiency with Microsoft Office required (Word, Excel, Outlook and PowerPoint)
- Experience with NetSuite software preferred
- Excellent written and verbal communication skills
- Spanish language skills are strongly preferred

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Ability to travel 20% of the time domestically and internationally to low- and middle-income countries where travel is rugged

- Normal office environment
- This position is based at Water For People Headquarters in Denver, Colorado

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Contact and Further Information:

If you are both qualified and Water For People interests you, please visit our [Career Center](#) and apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.

Deadline for submitting your application is **5p.m, MT, Friday, April 19th.**

This is an exempt, full time position with a comprehensive benefits package. Salary is competitive and commensurate with level of experience. Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.

Perks of working at our office space which is located at I-25 and Broadway:

- Employer-paid parking
- Walking distance from I-25 and Broadway RTD station
- Food trucks outside the office daily
- Dog friendly workplace