

POSITION: Manager - Grants Management Full-time, exempt position
ORGANIZATION: Global Greengrants Fund (www.greengrants.org)
POSITION LOCATION: Boulder, CO

About Global Greengrants Fund:

Global Greengrants Fund (GGF) is a Boulder, Colorado based public charity that mobilizes resources to communities worldwide to protect our shared planet and work toward an equitable world. We believe solutions to environmental harm and social injustice come from the people whose lives are most impacted. Every day, our global community of people on the front lines and donors comes together to support people to protect their ways of life and our planet. Because when local people have a say in the health of their food, water, and resources, they are forces for change. Since our founding over 25 years ago, we have made more than 12,000 grants in 168 countries, mobilizing more than \$84 million to support the work of local groups.

Position Overview

Oversees the processing of recommended grants requests submitted by the GGF advisory boards and donor advised funds. The grants manager is responsible for ensuring the grantmaking program is legally compliant, cost efficient, timely and not overly burdensome on our advisory/overseas staff, and adheres to the established annual budgets. In addition, the grants manager will oversee the grants management application, data management, and distribution of grantee information.

- 1) Grantmaking and grants analysis and research, reporting and compliance (50%)
- 2) Management of grants management staff, and maintaining timely and accurate processing of grantmaking requirements (20%)
- 3) Manage and maintain the grantmaking database(s). Including evaluation and implementation of new applications and software (20%)
- 4) Grantmaking policies and procedures. Knowledge and adherence to regulatory requirements (10%)

Responsibilities

- 1) Ensure all grantmaking adheres to the basic principles governing the GGF grantmaking program. These principles include:
 - a) Keep the grantmaking efficient and timely
 - b) Ensure all grantmaking is legally compliant
 - c) Carry out due diligence reviews on a regular basis
 - d) Assist with keeping all advisory boards within budget
- 2) Manage the architectural, design and control of the grantmaking database/application
 - a) Maintain accuracy and integrity of grantmaking database (SmartSimple)
 - b) Track budgets in SmartSimple
 - c) Participate in the evaluation and selection of the grantmaking database
 - d) Implementation of the grantmaking database
- 3) Responsible for ongoing process improvements
- 4) Acting as a principal point of contact with the fundraising and finance teams for issues related to the grantmaking process, reporting, etc. This includes:

- a) Assist the development staff in advisory and grantee communication material and providing any material required for donor proposals, reports, and communications.
- b) Work with the finance and development departments to track and manage restricted grants on a quarterly basis.
- c) Reconcile grants application with Finance department database, adhering to the end of the month processing schedule.
- d) Work with finance to ensure that the process of tracking restrictions is documented and communicated.
- e) Assist with the annual audit, as needed
- f) Acting as a point of contact for all grants processing related issues once the advisory board has made their grant recommendations. Ensuring that grants are finalized and paid in a timely manner. Disseminate any information needed to finalize the grant payment to those parties involved in the grantmaking process.
- 5) Supervise the work of grants associate(s), grants assistant(s), and interns/volunteers involved in grantmaking. Conduct regular performance reviews with grantmaking staff.
- 6) Manage the work flow and plan of the grants management team. Responsible for staff training and development.
- 7) Oversee the process of grantee report collection, sharing among boards, and summarizing, as needed
- 8) Provide research and analytics of the grantmaking (i.e. geographic, thematic, trends, opportunities, etc.)
- 9) Work with other program staff to ensure strong and effective communication between advisory boards and the Boulder and UK offices
- 10) Other duties as required by management

Qualifications

- Bachelor's degree in related field
- Previous experience working with international grants and grant writing
- Demonstrated understanding of the non-profit sector
- Deep understanding of and experience with some of the following: grassroots social movements, environmental issues in the Global South, capacity building for civil society organizations and the role of small grants
- Excellent MS Excel skills
- Excellent communication skills – written and oral
- Ability to think and problem-solve creatively
- Excellent administrative and organizational skills
- Fluency in English and at least one other language
- Knowledgeable about and committed to the mission of Global Greengrants Fund

Qualifications, Preferred

- Previous management or supervisory experience
- Experience working with databases (i.e. SmartSimple, Blackbaud)
- Strong accounting and finance skills
- Preferred foreign languages; Spanish, Russian, French, Chinese, or Portuguese

- Advanced degree in related field or equivalent experience working with NGO's and social or environmental movement activists around the world to promote and support social change
- Experience implementing grants management databases

Reporting Relationships:

This position reports directly to the Vice President and CFO.

Supervisory responsibilities – Grants Associate(s), Grants Assistant(s) and interns/volunteers involved in grants processing.

Compensation:

Salary will be commensurate with experience (\$46,244 – 52,132). Exceptional benefit package: including health, dental and vision insurance, 403b retirement plan, and flex plan.

To Apply:

- Please send the following documents via email to anthony@greengrants.org by October 18, 2019. Subject line should read “Manager – Grants Management”:
 - A cover letter explaining your interest in this position and detailing your experience.
 - A current resume summarizing your related work experience and education background
 - Brief professional writing sample (memo, report or business letter). No more than 2 pages.

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