

**Title:** Grants and Contracts, Director  
**Department:** Global Operations  
**Reports To:** SVP, Africa & Central America  
**FLSA Status:** Exempt  
**Grade:** 5 (\$85,000 - \$95,000 Annually)  
**Location:** *Preferred:* U.S. (Denver, Washington D.C.)  
Other possible locations: US (Maryland, Virginia, California, Illinois, New Jersey, New York, North Carolina, Pennsylvania, Washington, Utah) UK, Cambodia, Bangladesh, Nepal, Vietnam, Mozambique, Ethiopia, Ghana, Zambia, Honduras

**iDE** is a non-government organization dedicated to empowering entrepreneurs to end poverty. Headquartered in Denver, Colorado, our global work within agriculture, sanitation, and gender equality, stands out in the international development sector because we don't simply hand out money or supplies. Instead, we believe in powering small-scale entrepreneurs and building robust market ecosystems that are financially competitive, resilient to changing climates, and inclusive of marginalized people. Given access to simple technology, market links and microfinance, iDE has demonstrated that entrepreneurs can lift themselves out of poverty and become change agents in their communities. Founded in 1982, and with operations in 10 developing countries, iDE has made an impact in the lives of more than 35 million people, providing access to markets, boosting incomes and improving wellbeing. By listening to every stakeholder—producers, suppliers, retailers and customers—iDE designs programs that overcome critical bottlenecks and develop lasting solutions. We employ over 1,200 staff globally, 96 percent of whom are nationals or field based. Our 2021 budget of \$28.1 million includes funding from nearly 40 institutional donors, including USAID, SIDA, GAC, Unicef, DFAT, MFAT, EU, and SDC.

### **Key Responsibilities/Tasks**

**Summary:** The Director, Grants and Contracts will work closely with Global Operations and Business Development teams to provide review and oversight of the iDE's grants and contracts portfolio, with a special focus on USAID grants and contracts. They will provide policy guidance and interpretation for program staff as well as iDE's grantees on the grant programs. S/he will also collaborate effectively with sub grantees, subcontractors and partners as well as other stakeholders specifically for iDE countries that have active USAID partnership. This includes supporting grants award, grants management, the award and issuance of subgrants, subcontracts, and relevant compliance issues. The GCS will work in close coordination with iDE's USAID Finance Specialist, the Operations teams, and the business development team.

Reporting to SVP, Africa & Central America, or their delegate, the Grants and Contracts Director (GCD) is expected to provide procedures and policy guidance for program staffers, sub-grantees and sub-contractors and ensure adherence to grant and subcontract management procedures, procurement regulations, and related iDE and donor policies, especially focused on USAID. S/he must have good knowledge of USAID contract management and grants management policies and procedures and demonstrate an ability for developing, administering, monitoring and managing grants and subcontracts, including ensuring post-award management in accordance with relevant regulations. S/he must be able to communicate clearly and courteously; to develop and maintain positive relationships with sub-grantees, subcontractors, collaborators, co-workers, field staff, and funders; and to work respectfully with iDE colleagues around the world.

### **Job Responsibilities:**

- Lead the contractual review of all USAID RFP/RFA/EOI/Co-Creation documents that iDE has made a go decision on and advise the proposal team on specific budgeting and operational requirements as the technical and budget proposals are being developed;
- Lead the review of all draft USAID awards (grants/contracts) prior to award and provide analysis of recommended modifications to the regional VP of Operations as well as produce a cheat sheet for each award for the implementation team on the rules and regulations that are required under the award;
- Liaise with iDE's USAID Finance Specialist to ensure coordination on key rules and regulations between the Operations and Finance teams at both the headquarters-level and the country-level;
- Support country teams to build the capacity of country office staff and local partners to understand and adhere to USAID rules and regulations
- Support iDE country teams to draft compliant subgrants/ subcontracts to local partners
- Play key role in the start up for select new projects, most importantly those that require subgrant and or subcontract management, including but not limited to training our local teams.
- Create iDE subgrant/subcontract/MOU templates and training materials for use by iDE teams world-wide
- In compliance with key donor policies contractual and procurement regulations and procedures, draft and provide inputs to project sub-awards, grants, and subcontracts;
- Analyze and evaluate grant applications, proposals, and awards to ensure adherence to grants management policies;
- Support the negotiation of iDE's grants and contracts to ensure understanding and help iDE to include favorable terms and conditions in our documents.
- Prepare contracts according to key donor and iDE rules and regulations, including the documentation that must accompany all contracts and agreements
- Provide technical guidance, training and support to key project personnel in the specific project overseeing procurements for in-kind grants and project operations;
- Coordinate subcontracting and granting process, including supporting the drafting templates for RFAs and RFQs for procurements, and providing review of subcontracts upon request. .
- Work effectively with international remote teams with a spirit of collaboration, partnership, creative problem solving, and effective risk management.
- Maintain active knowledge of changes or updates to key donor rules and regulations, especially, USAID, SIDA, FCDO, DFAT, and DFN;
- Training and mentoring staff, grantees and subcontractors as required.
- Other duties as assigned.

#### **Qualifications:**

- Bachelor's degree and a minimum 4 years, 7 years preferred, of progressive responsibility and directly relevant experience in USAID grants/contracts administration, management and oversight;
- Integrity, credibility, and a commitment to iDE's mission;
- Experience managing grants or sub-grants or for USAID and/or the award and administration of subcontracts, preferably on USAID-funded projects;
- Strong knowledge of USAID contract management and grants management policies and procedures; experience with other international donors a plus
- Ability to build the capacity of international teammates to understand USAID's rules and regulations as well as other international donors;
- Ability to build the capacity of local partners to understand USAID's rules and regulations;
- Good oral and written English and communication skills;
- Ability to work within a team and multitask;
- Ability to work effectively and efficiently in remote setting, with required travel to HQ as necessary;
- Fluency in English is required; Proficiency in other relevant languages a plus; and
- Ability to travel to iDE's global country programs and project sites as needed, up to 20%.

**Diversity Statement:**

iDE takes pride in our talented and diverse workforce. Minorities, women, and individuals with disabilities are encouraged to apply. Hiring, promotion, and compensation of employees are conducted without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

To apply for this position, please submit your most recent CV and cover letter via Workable:

<https://apply.workable.com/ide-global/j/FE3F2D99E8/>