

**Job Opportunity: Grants Manager (Washington, DC)**

**THE ORGANIZATION**

The Fund for Global Human Rights (the Fund) is a leading supporter of locally rooted human rights groups around the world. Dedicated to finding and funding the most effective human rights organizations around the world, the Fund for Global Human Rights offers grants and facilitates technical support to ensure the long-term effectiveness and viability of frontline groups working in challenging conditions with scant resources.

Since 2002, the Fund has awarded nearly \$95 million to more than 650 human rights organizations across the globe. Grantees work on a wide range of issues from indigenous land rights in Guatemala, to women's rights in Morocco, to discrimination against HIV positive people in India. The Fund currently maintains programs in five regions. For more information, please visit [www.globalhumanrights.org](http://www.globalhumanrights.org).

**THE POSITION**

The Grants Management team—currently three Grants Managers and one Director of Grantmaking Operations—is the backbone of support for getting resources to frontline activist organizations. The new Grants Manager will report to the Director of Grantmaking Operations and manage the Fund's Latin America and India grants. The successful candidate will join a high-performing, enthusiastic grants management team, a deeply committed global staff, and an organization constantly learning and adapting to global contexts.

**Essential Duties of the Position:**

***Grants Management***

- Manage the Fund's India and Latin America grants
  - Manage incoming grant proposals and evaluate eligibility of prospective grantees
  - Prepare and send grantees grant letters
  - Disburse funds to grantees, track disbursements, and troubleshoot disbursements when issues arise
  - Track reporting deadlines and communicate with grantees to ensure that they are met
  - Work collaboratively with fundraising and program staff to administer donor-advised grants and funds
  - Collaborate closely with program officers to ensure grants and grantee relationships are managed according to their risk level and operating context
  - Occasional travel to the field and/or domestic conferences
  - Translate grant-related documents and materials as needed
  - Correspond with grantees in English and Spanish

***Database and Systems Management***

- Act as an internal expert on the Fund's grants management database (GIFTS Online), including:
  - Ensuring that all grant and grantee information is entered consistently and accurately
  - Generating reports and dashboards for the program, fundraising, and finance teams

- Acting as a point person with GIFTS Online support staff when we encounter glitches
- Regularly proposing ways to better track grants, budgets, and manage the database
- Training staff across departments how to use the database to get the information they depend on
- Collaboratively evaluate, develop, implement new and refresh current grants management workflows, processes, and procedures to improve efficiency and accuracy
- Collaborate with program, finance, and fundraising staff to ensure grantmaking budgets are accurately tracked in GIFTS Online
- Maintain accurate digital grantee files

### ***Docket Preparation***

- Manage the docket preparation calendar and workflow
- Work closely with program officers to prepare and assemble docket materials

### ***Organizational Citizenship***

- Participate in cross-departmental working groups as needed
- Participate in annual grants management retreat
- Participate in annual all-staff retreat
- Provide timely and professional customer service in response to inquiries regarding grant opportunities and eligibility in the Fund's info account

The Fund for Global Human Rights strongly encourages candidates of all racial, ethnic, and religious backgrounds to apply. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, sexual orientation, or gender identity in accordance with federal and state law.

### **Minimum Qualifications (i.e. must-haves)**

#### *You have*

- Two to three years of relevant work experience; grants management experience at private or public foundation a plus
- A track record of strong and consistent attention to detail in a fast-paced, complex environment
- A strong code of ethics and trustworthiness
- Strong interpersonal skills and thrive in collaborative, diverse team settings
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- A positive attitude and a great sense of humor

#### *You are*

- Fluent in English and have strong working proficiency in Spanish (written and verbal)
- A highly skilled workplace juggler, meaning you have worked in an environment where multiple people need multiple things from you at the same time and pull it all off while keeping your cool and getting your colleagues what they need

- A long-range thinker, meaning you can see the implications of a small change and work proactively to address molehills before they become mountains
- A 'solutionologist', which means that when you encounter a challenge, you contribute solutions
- Excited to contribute to a positive, respectful, inclusive, and fun work environment

**Preferred Qualifications (i.e. nice to have, but not critical)**

- You have a strong interest or experience in human rights and/or social justice issues
- An understanding of the concepts of institutional and structural inequities and bias and their impact on underserved and underrepresented communities
- You have additional language proficiency, especially in French, Arabic, Hindi, Thai, or Burmese
- You're familiar with US and/or UK non-profit compliance requirements and best practices
- You have used or managed a grants management database, especially GIFTS Online, Fluxx, or Foundation Connect
- You have worked in a non-profit environment

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