



## **Grants Officer Vacancy**

### **Who We Are:**

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested more than \$50 million in over 900 grassroots organizations around the world.

### **Position Summary:**

The Grants Officer is responsible for ensuring the day-to-day efficient and accurate operation of GFC's global grantmaking efforts. In this role, the Grants Officer will serve as the primary link between the Programs Team and the Finance Team, making sure that information collected by the Programs Staff is complete and that the correct procedures are followed to move grants into the next steps of the grants process. The Grants Officer will support grantmaking operations with Global Fund for Children's (GFC) Washington, DC office, the UK Trust, based in London, and GFC staff dispersed throughout the globe. The Grants Officer is preferred to be based in either Washington, DC, or London, but qualified candidates in any region or country are encouraged to apply, provided they are able to work effectively during core Eastern Standard Time business hours from a remote setting. This position will report to the Senior Director of Global Grantmaking who is located remotely in the Eastern Standard Time zone.

### **RESPONSIBILITIES:**

#### **Grants Management**

- Coordinate grant processes between programs team and finance team
- Review grant requirement submissions including bank information, letters of agreement, budget requests, and payment confirmations
- Update due diligence processes as needed to ensure legal, financial, and program compliance
- Monitor and improve the grantmaking workflow processes, forms, templates, and reports
- Generate reports and data analysis
- Work with finance to generate reporting required for compliance and financial statement audits
- Train staff in grantmaking processes

#### **System Administration**

- Serve as a system administrator for GFC's grants management database GivingData
- Create grantmaking efficiencies through updating of GivingData forms and templates
- Improve data quality and consistency in GFC's customized version of GivingData
- Train staff in use of GivingData



- Manage troubleshooting and roll-out of updates including staff notifications
- Develop training materials and standard operating procedures
- Update grantmaking operations manual

### **Thought Leadership and Knowledge Management**

- Engage with other foundation and grantmaking professionals through PEAK Grantmaking, Grantmakers for Effective Organizations, Council on Foundations, and other networks in the philanthropic space.

Perform other related projects or work as required.

### **Experience and Skill Requirements**

- Proficiency in Microsoft Office Suite
- Minimum 3-5 years of experience with complex database systems
- Past experience with non-profit grantmaking, desired
- Ability to work independently and in a collaborative team environment
- Experience working effectively with multiple stakeholders, including grantee partners, donors, and institutions
- Ability to work in a diverse environment and communicate effectively within a globally dispersed team
- Commitment to GFC's mission and values
- Fluency in English required, additional foreign language capabilities, a plus

How to apply:

If this sounds like a fit, we want to hear from you! Please send a cover letter which includes salary expectations and a resume or curriculum vitae to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with "Grants Officer (Global)" in the subject line and please be sure to include your preferred work location in your application materials.

GFC will offer a competitive salary based on experience level, the type of employment engagement and jurisdictional benchmarking. In addition, GFC offers a generous benefits package for our employees. Candidates outside the US may be contracted with on a consultancy basis, which does not include benefits. Check us out at [www.globalfundforchildren.org](http://www.globalfundforchildren.org).

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.