

**Grants Management and Compliance Officer**

<b>Job Title:</b>	<b>Grants Management and Compliance Officer</b>
<b>Reports To:</b>	U.S. Director for Grants Management and Compliance
<b>Location:</b>	Silver Spring, MD, with telework possible
<b>Travel:</b>	Up to 10 percent of time
<b>Salary Range:</b>	\$55,000-\$65,000

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**Background**

Humanity & Inclusion (HI) is an award-winning international humanitarian organization that works to improve the living conditions of people living in disabling situations in post-conflict or low-income countries around the world. Founded in France in 1982, Humanity & Inclusion has more than 3,350 personnel working in 59 countries. Eight national associations, based in the United States, as well as Belgium, Canada, France, Germany, Luxembourg, Switzerland, and the United Kingdom, provide support to the field programs, which are implemented through the headquarters in Lyon, France and Brussels, Belgium.

HI programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education. Our teams respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of people with disabilities through national planning and advocacy and for the elimination of landmines and cluster munitions, weapons of war that continue to injure people long after conflicts have ended.

Humanity & Inclusion has been recognized with several international awards. In 1996, the organization was awarded the United Nations Nansen Refugee Award for service to refugees as well as contributions to the elimination of landmines. In 1997, Humanity & Inclusion was co-winner of the Nobel Peace Prize along with partners at the International Campaign to Ban Landmines, for creating the 1997 Ottawa Mine Ban Treaty, which bans the deployment, stockpiling, production and sale of anti-personnel mines, and ensures their destruction. And, in 2011, the organization was recognized with the Conrad N. Hilton Humanitarian Prize for assistance to people with disabilities in situations of poverty, exclusion, conflict and disaster.

HI's US office is in Silver Spring, Maryland, and was founded in 2006. Our mission is to support the work of HI by mobilizing both public and private resources, administering grants and contracts, representing HI with national and international bi-lateral and multi-lateral institutions based in the U.S., and raising the organization's profile. The US national association has experienced steady and sustained growth in institutional funding, doubling revenue in five years, primarily in the form of US governmental grants from the US Agency for International Development and the US Department of State. The US team includes executive, communications, financial management, institutional funding and technical staff.

This position will work in close collaboration with the Operations, Financial Management and Business Development teams based in both the US and internationally.

## **Purpose of the Job**

The Grants Management and Compliance Officer is a member of the grants management and compliance team of the US as well as the global institutional funding teams, and is primarily responsible for compliance and management of grants and contracts awarded to HI from US donors (Department of State, USAID, private Foundations, universities, partner organizations and other private funds).

The roles and responsibilities of the Grants Management and Compliance Officer are organized around the three major pillars listed below.

This position reports directly to the U.S. Director for Grants Management and Compliance and will collaborate closely with staff in the US, at the HI Federation headquarters in Lyon, France, and globally-based technical and program staff.

## **Major Areas of Responsibility**

### **Pillar 1: Donor Compliance**

You are responsible for guaranteeing HI compliance with donor rules and regulations including through increasing internal understanding of donors and grant regulations in your portfolio and supporting donor compliance.

For this, your role includes:

- Gathering, monitoring and communicating on donor rules and regulations (from donors' website, NGO networks, emails and meetings) including during grant proposal kick-off meetings (narrative and budget)
- Creating training and information content to provide guidance on donor rules and regulations to all relevant HI stakeholders including field offices; organizing training sessions and updating internal platforms.
- Registration of HI on donor's platforms.
- Ensuring donor rules are manageable for the HI network by defining acceptable standards (as per donors' requirements) in coordination with the advisor on IF compliance; assess non-compliance risks and advising on risk mitigation.
- Liaising with donors to solve compliance issues with adequate problem-solving skills and adequate corrective actions in accordance with donor expectations.

### **Pillar 2 : Grants Management**

You are responsible for monitoring grants from US Government and other US donors in your portfolio. This implies being the bridge between donors and implementing field offices to maintain a healthy relationship and highlight the quality of the results achieved by HI projects teams.

For this mission, you are responsible for:

- Providing assistance to the Business Development team proposal revision, more specifically to verify proposal compliance and offer advice in light of the Grants Management of Compliance team's knowledge and past experience with the donor.
- Taking the lead on grant awards/contract signature by coordinating the internal review and approval process; disseminating contract to the relevant field and HQ teams; compiling comments; exchanging with members of the Institutional funding team members; organizing kick off meetings with project teams; preparing the Joint Implementation Agreements with the HI Federation.
- Creating and maintaining grant files; preparing and sharing contract sheets; verifying the Program Control Checklist (PCC); disseminating grant documents; entering data in internal databases and other specific tools, verifying the donor codes in HI's CRM.
- Monitoring the grant award including liaising with implementing country offices for grant award amendments and modifications (including but not limited to no-cost and cost extensions, reallocation of funds); conducting occasional field visits to monitor project implementation.
- Overseeing the reporting process by reviewing narrative and financial reports; Ensuring budget narratives are conform to budgets; updating the reporting tracker; submitting reports to donor's and to donor's platforms in a timely manner; communicating with implementing field offices on deadlines; Monitor proper application of NICRA rates.
- Contributing to the grants closeout process by sharing information on internal and external closeout processes for the donors in your portfolio; updating information in PMS and following other closeout guidelines and processes as required.
- Contributing to audits by updating grant files and providing feedback to audit questions and requests; ensure files are complete and compliant: bank statements, PCC, JIA, reports).

### **Pillar 3 : Institutional Relationships and Collaboration**

- Building and maintaining a relationship based on trust and transparency with HI's US donors.
- Developing a strong expertise on HI's US donors.
- Familiarizing yourself with HI's Mission, Vision and objectives.
- Sharing your experience of grant management and compliance to contribute to HI's Operations Strategy, Institutional funding workshops and the US NA's 3-year plan.
- Develop a functional and close work relationship with the HI US Business Development team, the HI US Financial Management team and the HI Federation teams.
- Develop a relationship with HI's primes and sub-awardees and negotiation of award conditions
- Participate in formal and informal networks.
- Other duties as assigned

### **Qualifications**

HI seeks a thoughtful, detailed-oriented and team-player candidate with exceptional communication skills and demonstrated prior knowledge and experience implementing and/or managing US donor funded projects such as the US Agency for International Development (USAID), the Bureau of Populations, Refugees and Migration Office (PRM), the Office of Weapon Removal and Abatement (WRA) and/or the Bureau for Humanitarian Affairs (BHA).

- Bachelor's Degree in international development/policy/relations, or a related technical field with 2-5 years of relevant experience or 5+ years of professional experience in management of US Government awards.
- Strong working knowledge of US government foreign assistance funding mechanisms, rules and regulations (2 CFR 200) and US donor policies
- Sub-grant management
- Experience implementing US grants in developing countries will be considered as an additional asset
- Excellent organizational and analytical skills with high attention to detail
- Respectful of deadlines
- Good interpersonal and cross-cultural skills
- Strong written and oral communication skills, including presentation skills
- Training and internal knowledge building skills
- Understanding of the humanitarian and international development context preferred
- French strongly preferred
- Ability and permission to work in the United States

### Benefits

- Salary range \$55,000-\$65,000
- Five (5) weeks paid vacation; 18 days of paid sick leave per year
- Twelve (12) additional paid holidays. These include all Federal holidays (except Veterans Day).
- Health, dental and vision insurance is fully paid for employee and eligible family
- 403(b) retirement plan with an employer contribution
- Parental leave
- A range of additional benefits will be shared later in the application process
- For the first 90 days, the successful candidate will be expected to work in the Silver Spring office at minimum of four (4) days each week.
- After that, the position can be mainly telework with presence in the Silver Spring, Maryland office on average of one (1) day per week.

### Apply

Qualified applicants with existing permission to work within the U.S. should submit a resume, as well as a cover letter explaining (1) why this role appeals to you, (2) how it connects to your prior experience, and (3) how you've helped another organization improve their grants management to [recruit.usa@hi.org](mailto:recruit.usa@hi.org) with the subject line "Grants Management and Compliance Officer".

All applicants must indicate that they have read and understood Humanity & Inclusion's safeguarding policies:

- [Child Protection](#)
- [Protection against Sexual Exploitation, Abuse and Harassment](#)

- [Anti-Fraud, Bribery, and Corruption](#)

People with disabilities are strongly encouraged to apply!

\*You must be a U.S. citizen, or be in possession of relevant permissions to work in the United States. Applicants without existing work permission in the United States should not apply.

Note: Once a job offer is extended to a candidate, that offer will be contingent on the candidate passing a background investigation.

Humanity & Inclusion is happy to meet any reasonable accommodations that an applicant requires.

To request such reasonable accommodations at any point in the recruitment process, please contact: Diana Hromockyj by email at [d.hromockyj@hi.org](mailto:d.hromockyj@hi.org) or phone at (301) 891-2138. All self-disclosure is voluntary and personal information is strictly confidential.