African Wildlife Foundation (AWF) has been a key player in African Conservation and sustainable development for more than 50 years. AWF is currently seeking a talented professional to manage AWF’s grant portfolio and contracting function, ensuring that grant-funded activities are implemented in full compliance with donor wishes, budget, rules and regulations.

Based in AWF’s Washington, D.C. office, the Grants Manager (GM) will be a key point of connectivity between AWF’s finance team and program operations. The GM’s overall role is to understand the complexities of AWF’s numerous restricted funding sources, and then translate and communicate these for use in executing AWF’s conservation programs across Africa. This includes budget data, reporting and deliverable requirements, and donor-specific rules and regulations. An in depth knowledge of Federal grant and contracting rules is not enough for this position. The successful candidate will be able to digest all this information and then work hand-in-hand with program colleagues to maximize AWF’s conservation impact throughout the funding lifecycle.

In addition to serving as a financial partner in program implementation, the GM will serve as the finance team lead on all major grant proposal efforts. This entails working with our program design team to understand the proposed programs, and then build cost proposal that both accomplish the program goals but also serve the financial needs of the organization.

The GM will have significant support and resources in carrying out this function. The GM will supervise a Grant Database Officer, who is tasked with updating AWF’s sophisticated grant management system (Seric Navigator/AwardVision) and producing financial reports. S/he will also provide supervision to the procurement team based in Nairobi, who are responsible for issuing contracts and ensuring procurement activity occurs in line with donor requirements. The GM will receive daily support and guidance from AWF’s Director of Finance, as well as ongoing support from budget and general ledger teams within AWF’s finance department.

For the right person, this position offers a terrific opportunity to utilize keen financial and contracting skills while having regular and meaningful contact with AWF’s on-the-ground programs. Occasional visits to the field (likely once per year) may be required.

**KEY DUTIES AND RESPONSIBILITIES**

- Ensure grant funded projects (and procurement team) are operating in full compliance with donor rules and regulations.
- Ensure timely and accurate grant reporting and documentation for donors as well as the AWF Finance Team (and any other internal or external source that may need the information).
- Oversight on grant invoicing, collection of accounts receivables, and maintaining letter of credit draws.
- Oversee grant coding set-up, initial budget entry (Seric and Unanet) and serve as the first point of contact for AWF staff regarding the development of the dimension codes.
- Track grant spending at the macro level; working directly with the Grants Database Officer to ensure correct grant spending patterns in congruence with awarded grant guidelines.
- Prepare, submit and track status of grant modification requests, and other grant-related correspondence.
- Support award implementation and award closure by ensuring that grants are closed out within budget and established timeframes.
- Assisting Finance Team with audit preparation.
- Serve as financial lead in development of all AWF funding proposals.
• Develop and maintain funding gap report to include the priority needs of AWF Conservation programs and departments without secured funding support.
• Support the strategic planning for the annual operating budget.
• Other duties as assigned by the Director of Finance or the Chief Financial Officer.

THE SUCCESSFUL CANDIDATE WILL HAVE...
• A Bachelor’s degree in accounting, business, or related field; Master’s degree preferred.
• 5+ years’ experience managing a portfolio of grants and/or contracts, preferably in an international and/or nonprofit context.
• Demonstrated knowledge of Federal grant and/or contracting rules and regulations.
• Managerial experience, with ability to effectively drive performance of staff located remotely.
• Experience working within a team structure and staff of different cultural backgrounds
• Superb communication skills with the ability to translate complex requirements into realistic and actionable requirements for program staff.
• Fluency in English and French.
• Strong interest in and understanding of conservation.
• Strong ability to meet deadlines

A professional operating environment with latitude to innovate and deliver value as well as a competitive remuneration package is available to the right person who shares an interest in AWF’s mission and core values.

TO APPLY
If you are interested in this position, please send a cover letter and your detailed CV indicating daytime telephone numbers, address and names of three referees with subject “GM”, to jobs@awf.org. Be sure your cover letter creates a compelling case for your candidacy. Only shortlisted candidates shall be contacted.

Closing Date: October 15th, 2012.

www.awf.org/jobs