



Position: Grants Associate, Global Greengrants Fund

Work Band: A

Location: Remote/Global

Position Summary:

The Grants Associate, Global Greengrants Fund plays a key role in collaborating across teams and our network to carry out GGF's grantmaking. They work to get funding to grantee groups quickly, while administering and maintaining the processes that ensure that grantmaking is legally compliant, efficient, and timely.

They will be assigned specific regional and thematic Advisory Boards, and will oversee the processing, administration, and due diligence of grants, the tracking of budgets and restrictions, and communication with coordinators, administrators, advisors, and grantees.

They are responsible for accurately recording and tracking grant information, grantee data, and grant reports, as well as analysing that data, identifying trends, providing research, and sharing information with other Greengrants staff.

As part of our organisational transformation processes, they will actively participate in regular meetings to help shape the strategy and ways of working in our organisation.

Major Responsibilities:

- Provide administrative and programmatic support for the Advisory Boards assigned to the Grants Associate, serving as the primary point of contact for all grant problem-solving and questions related to their Advisory Boards
- Process grants recommended by Advisory Boards, ensuring the proposal meets standards, and is finalised and paid in a timely manner
- Maintain grantmaking process integrity and meet due diligence requirements to ensure legal compliance
- Strengthen the global due diligence procedures to meet international grantmaking regulations
- Ensure grant and grantee records accuracy, track board budgets, track spenddown of restricted funds, and maintain grant database accuracy
- Collaborate with the Finance Teams in the UK and US to pay grants and address issues as needed
- Keep the Advisory Boards within budget and work with coordinators, administrators, and Programmes staff to help ensure that Boards meet their funding requirements
- Perform monthly, quarterly, and annual grants management and financial records reconciliations
- Assist in grant database development, enhancement, and implementation
- Support the grants and program teams by analysing grantmaking, outcomes, and trends, and providing research and reporting
- Work with UK and US-based development and communications staff to utilise grant stories, data, research, and other information

- Assist in the onboarding support of administrators for regional advisory boards

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Specifications

Essential Values and Competencies

- Commitment to the mission and values of Global Greengrants Fund
- Commitment a value based intersectional framework and its implications for organisational practices and principles of anti-oppression
- Transparency and accountability
- Critical thinking and analysis
- Build strong interpersonal relations from the role - across both organisations (up, down and across and externally)
- Influencing & resolving differences across boundaries
- Self-awareness and insight

Essential Knowledge, Skills, Abilities and Experience

- Significant relevant experience in a similar role in a charitable, environmental, development, social justice, feminist, gender, human rights organisations, and/or grant-making organisation
- Knowledge of international grantmaking regulations
- Excellent administrative and organisational skills
- Ability to ensure accuracy of work and demonstrate precise attention to detail
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment
- Excellent communication skills – written and oral
- Strong experience working collaboratively in teams
- Fluency in English; proficiency in other languages (French, Spanish or Arabic) preferred.
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Trello, Zoom, Slack and Asana and Quickbooks, SmartSimple, Salesforce and/or other similar financial and donor management systems)
- Ability to travel internationally (approx. 2 weeks per year) if context allows

Desirable Knowledge, Skills, Abilities and Experience

- Experience conducting social science research, particularly on issues of environmental and social justice
- Understanding of and interest in Global Greengrants Fund's work and environmental and climate justice, human rights and philanthropy is highly desired, as well as lived

experience of the issues GGF works on, including environmental and social justice issues

- Knowledge and understanding of the Global South grassroots movements