



Job Title: Grants Manager

Workband: SP

Location: Remote/Global with preferences for candidates in EST, CST, MST, PST, GMT, or CET

Team: The Grants Manager is a member of the Grants Management team, and in the present accountability structure is line managed by the Director of Operations

About Global Greengrants Fund

Global Greengrants Fund (GGF) is a public charity registered in Boulder, Colorado, and London, UK, that supports grassroots activists and civil society organizations around the world working to address environmental and social justice in over 160 countries. GGF applies a participatory and decentralized model in making grants to grassroots groups through regional and thematic boards of advisors, global partner networks, and partner funds, to support grassroots environmental and social justice action. Global Greengrants Fund believes solutions to environmental harm and social injustice come from people whose lives are most impacted. Every day, our global network of people on the frontlines and donors comes together to support communities to protect their ways of life and our planet. Because when local people have a say in the health of their food, water, and resources, they are forces for change.

In 2024, Global Greengrants Fund is amid a strategic journey in which we collectively center our values, including diversity, equity and inclusion, and organizational care in our work, and to rediscover our identity and potential after 30 years of work. We have experienced tremendous growth over the past two years and we are thoughtfully, yet rapidly, growing our annual grantmaking, our philanthropic advocacy, and our global partnerships and collaborations to new levels. This includes creating a globally networked learning organization and transforming our organizational culture to be more collaborative and self-steering – we call this our transformative journey. The Regional Program Director needs to understand the challenges and opportunities that come with these transformations and be able to remain flexible, steady, and adaptable while inspiring the team through change processes.

Summary of Position:

The Grants Manager is responsible for ensuring Global Greengrants' grantmaking program is legally compliant, efficient, and not overly burdensome on our advisory network. The Grants Manager is responsible for leading on grants management strategy, optimization, and collaboration across the organization – including within our shared grantmaking program with Global Greengrants Fund UK.

The Grants Manager will maintain and update policies, procedures, and processes to ensure compliance with US and UK regulations as well as local regulations for our grantees. They will be lead administrator for our grants management system,

SmartSimple, providing oversight to ensure the integrity of data, strengthen processes within the system, and build the understanding and use of information for other departments in the organization. The Grants Manager will be a resource for the Grants Associates by addressing acute issues with particular grants, providing guidance on approaching challenges, and identifying common issues to address for the entire team.

The Grants Manager will be part of a three-person team (Director of Operations and 2 Grants Managers) leading the global Grants Management function – which includes the Director of Finance and Operations for Global Greengrants Fund UK as well as 5 grants associates across both sister entities. The Grants Managers will each hold leadership roles within the Global Grants Management Team at the same time as holding distinct portfolios of work with a deeper focus to meet the needs of the team, the organization, and the wider Global Greengrants community.

Key Duties and Responsibilities

Compliance and Due Diligence in Grantmaking

- Lead efforts to ensure compliance with IRS regulations under the US and HMRC and Charity Commission regulations in the UK, including coordination with external compliance experts.
- Serve as a continual resource for addressing compliance questions in grantmaking and identifying solutions to challenges as they arise.
- Provide guidance to Grants Associates and other departments on grants' due diligence and compliance mechanisms.

Departmental Liaison

- Collaborate with Programs, Finance, and Fundraising teams to develop and maintain efficient processes for tracking of grantmaking data.
- Lead in grantmaking analysis, research, and reporting, acting as a team member with organizational efforts in learning.
- Lead efforts to improve communication and connections with the Advisory Network, including with grantees, Administrators, Coordinators, and representatives from allied organizations.
- Act as lead contact with members of the fundraising and finance teams to address specific and ongoing concerns related to the grantmaking process and tracking of funds.
- Serve as a first point of contact on questions related to tracking of grantmaking against donor contributions, including restricted and staff-designated funds.

Grants Management Operations

- Lead the development and implementation of a training schedule to support continual learning for Grants Management team members, including leading the onboarding training of new team members and continual updates for the Grants Management Team.

- Manage the architecture, design, optimization, and control of the grants management database, SmartSimple.
- Lead on improving grantmaking policies and procedures.
- Support the development of Grants Management Strategy and Vision in collaboration with the Director of Operations and with input from other departmental leads.
- Manage a portfolio of grantmaking for organizational critical boards.
- Serve as an organizational lead on grant data, including tracking key metrics and organizing information for the annual audit process.
- Manage departmental resources, including the database, staffing, and others, to ensure an efficient distribution to meet the needs of the Grants Management function, particularly during times of transition and high volume.
- Provide guidance to Grants Management team members in addressing procedural and other questions on individual grants.

Position Specifications

Essential Values and Competencies

- Commitment to the guiding principles, mission, and values of the Global Greengrants Fund.
- Commitment to a value-based intersectional framework and its implications for organizational practices and principles of anti-oppression.
- Transparency and accountability.
- Critical thinking and analysis.
- Strategic risk management.
- Build strong interpersonal relations from the role – across both organizations (up, down, across, and externally).
- Influencing and resolving differences across boundaries.
- Self-awareness and insight.
- Collaborative, proactive, and solution-oriented approach towards team members and the wider organization.

Essential Knowledge, Skills, Abilities, and Experience

- Significant relevant experience in similar roles in grants management for environmental justice, feminist, gender, Indigenous, human rights organizations, and/or funding organizations.
- Demonstrated experience in grants management, ensuring timely grant decisions, efficient processes, and clear procedures.
- Demonstrated experience in international grants compliance, with a focus on due diligence processes under IRS regulations in the US and HMRC & Charity Commission regulations in the UK.
- Experience managing a grants management database; or similar database.

- Demonstrated capacity to think strategically, innovatively, and analytically, with expertise in complex problem solving, decision-making, and critical thinking skills, displays good judgment.
- Excellent interpersonal understanding, relationship building, and interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning, and relationships.
- Strong financial management acumen; knowledge of accounting procedures and protocols, budgeting, and financial analysis.
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment.
- Fluency in English; proficiency in other languages 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, Asana, and Raiser's Edge, Smart Simple, or other donor management systems).

Desirable Knowledge, Skills, Abilities, and Experience

- Relevant lived experiences related to GGF's work and community.
- Deep understanding and experience with some of the following: grassroots social movements, environmental issues, capacity building for civil society organizations, and/or the role of community-led grantmaking.