

Grants Officer

Job Title:	Grants Officer
Reports To:	Head of Institutional Fundraising Department
Location:	Takoma Park, MD
Travel:	15%-20%
Salary Range:	Commensurate with experience

Background

Handicap International 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, the Handicap International Federation now has more than 3,350 personnel working in 60 countries. Eight national associations, based in France, Switzerland, Belgium, Germany, Luxembourg, Great Britain, Canada and the United States, provide overall support for the field programs, which are implemented through the Federation headquarters in Lyon, France and Brussels, Belgium.

Handicap International 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.

Handicap International 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, Handicap International 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.

Handicap International (USA) is based in Washington DC and was founded in 2006. Our mission is to support the work of the Handicap International Federation by mobilizing both private and public financial support, administering grants and contracts, representing Handicap International with national and international bi-lateral and multi-lateral institutions based in the U.S., and raising the organization's profile. Handicap International (USA) also engages in education programs with the general public to advocate for U.S. accession to the landmine and cluster munitions treaties as well as the Convention on the Rights of Persons with Disabilities. The office has experienced steady and sustained growth in institutional fundraising, primarily in the form of USG grants.

Purpose of the Job

The Grants Officer is a member of the institutional fundraising team of Handicap International (USA), primarily responsible for managing funding from the USG and foundations and ensuring compliance with relevant rules and regulations, particularly with respect to financial reporting. The Grants Officer will develop/refine tools and provide training on key concepts related to USG funding and compliance issues. This position reports to the head of the institutional fundraising department and will coordinate closely with staff at the Handicap International Federation headquarters in Lyon, France, as well as with field programs staff.

Major Areas of Responsibility

- Promote HI and develop relations with institutional donors and partner organizations; be knowledgeable about the scope and breadth of HI's programs; contribute to the donor strategy documents;
- Support the management of HI US signed grants and contracts, ensuring compliance with applicable rules and regulations as well as timely and accurate financial reporting;
- Support monitoring and management of project financial performance targets; monitor accuracy of project budget and provide analysis and solutions as needed;
- Prepare, monitor and update sub-awards templates and other internal processes and tools for grants administration;
- Serve as point person for compliance issues;
- Personally manage a portfolio of grants;
- Stay abreast of the guidelines and general terms and conditions of key funding institutions;
- Develop and refine templates and other supporting documentation ensuring that documentation is archived efficiently;
- Develop and refine training tools and deliver trainings on USG compliance;
- Work with the Director of Finance, Executive Director, and other relevant staff for A133 audit preparation;
- Support the development of proposals compliant with donor rules and regulations;
- Assist in the preparation of documentation for monthly Resource Allocation Committee (RAC) teleconference as needed;
- Undertake field visits to support program compliance and to provide trainings;
- Participate in relevant HI program seminars, technical seminars and other internal events related to the HI network's intervention strategies.

Qualifications

Handicap International seeks a thoughtful, detailed-oriented and responsive Grants Officer with exceptional communication skills and demonstrated prior knowledge of USG rules and regulations.

- Bachelor's Degree with 3-5 years of relevant experience or a Master's degree with 2-4 years of relevant professional experience; background in finance preferred;
- Experience with financial and programmatic management of USAID and State Department funded grants, cooperative agreements, or contracts; experience with sub-grants management;
- Strong working knowledge of USG rules and regulations;
- Strong organizational and analytical skills with high attention to detail;
- Good interpersonal and cross-cultural skills;
- Effective and clear writer;

- Training and knowledge transfer skills;
- Clear understanding of the humanitarian and international development context;
- Excellent references;
- French language competency desirable;
- Ability/permission to work in the United States.