

Program Support Officer

Job Title:	Program Support Officer
Reports To:	Director of Institutional Funding
Number of Direct Subordinates:	0
Location:	Silver Spring, Maryland
Travel:	Up to 10 percent
Salary Range:	Commensurate with experience

Background

Handicap International is an 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 now has more than 3,150 personnel working in nearly 60 of the world's lowest income countries. Eight national associations, based in Belgium, Canada, France, Germany, Luxembourg, Switzerland, the United Kingdom, and the United States, provide overall support for the field programs, which are implemented through Handicap International Federation headquarters in Lyon, France and Brussels, Belgium.

Handicap International opened its U.S. office 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 United States, and raising the Federation's profile. The office has experienced steady and sustained growth in institutional fundraising, primarily in the form of U.S. Government grants.

Handicap International received the United Nations Nansen Refugee Award (1996) for service to refugees as well as contributions to the elimination of landmines; in 1997 it was co-winner of the Nobel Peace Prize; and, in 2011 it was recognized with the Conrad N. Hilton Humanitarian Prize. Handicap International was rated No. 8 in the 2016 global NGO rankings by NGO Advisor.

Purpose of the Job

The Program Support Officer will work to obtain financial resources to meet the goals and objectives of Handicap International, and manage a portfolio of active grants. Under the supervision of the Director of Institutional Funding, the Program Support Officer will contribute to Handicap International country programs and technical division grant writing activities by tracking forecast and active funding opportunities, proactively informing appropriate Federation staff, coordinating decision making process and proposal submission. The Program Support Officer is responsible for ensuring grant reporting and compliance with relevant rules and regulations, under the direction of the Deputy Director of Institutional Funding. This includes financial reporting and sub recipient monitoring. The Program Support Officer will coordinate closely with the staff

at the Handicap International Federation headquarters as well as with field program staff. The Program Support Officer will work directly with the country programs that are implementing the grants on grant management, accounting, and reporting and proposal development.

Specific Duties

- Assists in tracking forthcoming U.S. Government grant and contract opportunities (as well as opportunities from other U.S.-based institutional donors and private foundations) via websites, portals and other information sources, disseminating this information to the rest of the institutional funding team and Handicap International Federation staff as necessary
- Under the supervision of the Director of Institutional Funding, develops and stewards appropriate contacts/relationships with funding representatives from U.S. Government agencies of concern to Handicap International
- Works with appropriate Handicap International and Handicap International Federation staff to obtain information needed to coordinate and submit proposals to U.S. Government funding agencies and other institutional funders
- Coordinates and edits concept notes, grant proposals, contract proposals and applications from conception through submission, exhibiting strong writing skills and exceptional command of grammar, spelling and punctuation
- Researches and remains apprised of public policy changes, in the United States and elsewhere, that impact Handicap International and our institutional funding initiatives
- Works with appropriate staff to ensure required grant and contract reports are submitted in a timely manner for a portion of all grants and contracts received
- Ensures day-to-day management of a portfolio of projects from both the U.S. Department of State and USAID by providing insight to the program staff on U.S. rules and regulations
- Maintains local, internal electronic tracking system for this function
- Prepares reports on grant funding efforts as requested by Executive Director and Finance Manager
- Participates in strategic planning and annual planning under the supervision of the Director of Institutional Funding
- Other duties as assigned

Qualifications

- Prior permission to work in the United States is required
- Working knowledge of U.S. Government financial rules and regulations and programmatic compliance regarding grants and contracts
- Minimum of two years of successful U.S. Government grants management experience, business development or other relevant experience for a multi-cultural international nongovernmental organization
- Demonstrated ability to research and identify new public, private, and government funding prospects

- Bachelor's degree
- Some knowledge and understanding of disability rights and inclusion
- High ethical standards
- Effective communication skills
- Self-starter and ability to work well independently and with diverse individuals and groups
- Experience in reviewing and modifying budgets in multiple currencies
- Ability to set priorities and meet deadlines while working under pressure
- Proficient computer skills including Microsoft Word, Excel and Outlook
- Experience with financial management software, including NAVision, a plus
- Professional command of English required. French or Spanish language knowledge strongly preferred
- Experience working in a developing country is a plus

People with disability are strongly encouraged to apply.