Job Title: Foundations & Grants Officer
Reports To: U.S. Director of Institutional Funding
Direct Subordinates: 0
Location: Silver Spring, MD

Background

Humanity & Inclusion (HI) is an international humanitarian organization that works to improve the quality of life for people living in disabling situations in crisis, post-conflict or low income countries around the world. Founded in France in 1982 as Handicap International, HI has over 3,200 personnel working in 50 of the world’s lowest income countries. Eight national associations, based in France, the United States, Switzerland, Belgium, Germany, Luxembourg, Great Britain and Canada, provide overall support for the field programs, which are implemented through the headquarters in Lyon, France and Brussels, Belgium. The organization was co-winner of the 1997 Nobel Peace Prize for its work banning landmines, and won the 2011 Hilton N. Hilton Humanitarian Prize.

HI programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; 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 persons 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.

The U.S. national association of HI is an independent affiliate of the global HI federation. Our mission is to support the work of HI by mobilizing both private and public funding, representing HI with national and international bi-lateral and multi-lateral institutions based in the U.S., facilitating the recruitment of personnel and raising the organization’s profile. HI also engages in education programs with the general public and advocates for U.S. accession to the landmine and cluster munitions treaties.

Purpose of the Job

This position is focused on new business development and award management with private foundations, with a particular focus on larger, restricted funding opportunities. The position is expected to cultivate, track, capture and respond to funding opportunities by coordinating and submitting proposals for and manage grants from private foundations based in the U.S., and possibly U.S. Government donors, for the purpose of supporting HI’s mission and projects. Proposals will be submitted in response to published funding
announcements, but may also be submitted unsolicited to donors based upon interest expressed by them for common objectives.

This position will work closely with members of the U.S. and global Institutional Funding teams, other U.S.-based personnel (technical, communications, private fundraising, advocacy), HI staff based at headquarters and in field programs, and external donors and partner organizations.

The position will be responsible for managing the coordination and submission of proposals to foundations, including adherence to internal due diligence processes and procedures and donor requirements.

The Foundations and Grants Officer will be responsible for creating and disseminating appropriate tools and training materials for private foundation grants related to applications, grant management and reporting, and project closeout relevant staff. The position will measure progress according to agreed-upon indicators and report on this monitoring at regular intervals. The position will ensure that all materials produced will be made available through shared drives or other knowledge management.

Because private foundations regularly revise or establish new procedures, this position will help create and update internal best practices in donor compliance for private foundations, working across teams within HI. The position will be expected to communicate regularly with colleagues in the global Network and other national associations concerning developments of general interest in compliance and grants management for foundation grants.

The position will directly manage the U.S. portfolio of private foundation grants, and steward the HI relationship among private foundations. This includes organizing regular exchanges, briefings, and other contacts between relevant U.S.-based and other HI staff as well as external foundation representatives.

The position may also manage several U.S. Government grants, as needed and assigned. The position will track forthcoming U.S. Government grant opportunities, disseminate this information to the rest of the institutional funding team and HI Network staff. The position will coordinate and submit concept notes, proposals and applications to U.S. Government funding agencies, and works with HI Network staff to ensure the timely and accurate reporting of grants under management.

**Required Skills:** Existing knowledge of U.S. private foundations providing support to international development activities, preferably those aligned with HI’s mission, with a proven track record of successful proposal submission and grant management. Strong English-language writing, verbal and presentation skills; professional level French highly desirable. Ability to manage pressure and deadlines. Understanding of and comfort with financial reporting. Ability to work in multicultural, matrixed team environment and to
mobilize key staff based in remote locations through appropriate channels. Strong networking ability, and cross-cultural sensitivity; existing network of major private foundation contacts highly desired.

Bachelor's degree required in international development, or a related field.

At least five years of experience and proven success seeking and obtaining private foundation grants for nonprofits, preferably from those engaged in and supporting international development initiatives.

Willingness to travel both domestically and internationally (5-10% annually).

**Key Duties**

**Private Foundation Proposal Development:**

- Stay up to date on opportunities available from U.S.-based private foundations for funding of international development and relief nonprofit projects;
- Identify, assess (for alignment with strategic and country priorities) and disseminate opportunities available from U.S.-based private foundations to fund existing or future HI projects;
- Work closely with HI technical staff who develop relationships with private foundation staff for potential project funding;
- Create, update and disseminate best practices and supportive guidance and tools in private foundation grantseeking;
- Vet any potential private foundation against HI's ethical screening principles;
- Coordinate and finalize the submission of all proposals to U.S.-based private foundations.

**Private Foundation Grants Management**

- Manage the portfolio of grants from private foundations;
- Ensure compliance with applicable rules and regulations;
- Ensure timely and accurate programmatic and financial reporting;
- Follow process and procedures such as development of key internal contractual documents and propose new procedures as necessary for organizational efficiency;
- Undertake field visits to support field staff in U.S. private foundation cultivation, as needed and agreed upon with the regional divisions and the U.S. Director of Institutional Funding;
• Maintain complete and up-to-date project files – paper and electronic – for all projects under this position’s management;
• Follow up with other staff to ensure that project files are up to date.
• Contribute to knowledge management about foundation proposal writing and grants management throughout the HI Network, including staff from other national associations, HI headquarters and HI field offices.

Federal Grants Management (as needed and relevant)

• Track forthcoming U.S. Government grant opportunities for assigned donor bureau;
• Assess and disseminate opportunities internally;
• Coordinate submission of concept notes and grant applications;
• Manage secured grants in compliance with internal and donor rules and regulations;
• Coordinate submission of accurate and timely U.S. Government quarterly, annual and closeout grant reports

Carry out any other tasks as may be assigned by the U.S. Director of Institutional Funding and/or the U.S. Executive Director.

Application procedures and notes

This is an immediate opening

Email a current resume and cover letter to recruit.usa@hi.org

NOTE: Pre-existing authorization to work in the United States is required. Applicants without existing work permission in the United States will not be considered.

People with disabilities are strongly encouraged to apply.

Humanity & Inclusion is an equal opportunity employer, and is happy to meet any reasonable accommodations that an applicant requires.
For reasonable accommodation requests at any point in the recruitment process, please contact d.hromockyj@hi.org. All self-disclosure is voluntary and personal information is strictly confidential.