

**U.S. Manager, Grants and Contracts**

<b>Job Title:</b>	<b>U.S. Manager, Grants and Contracts</b>
<b>Reports To:</b>	U.S. Executive Director
<b>Number of Direct Subordinates:</b>	3
<b>Location:</b>	Silver Spring, MD

**Background**

Humanity & Inclusion (HI) is an international humanitarian organization that works to improve the living conditions of people in disabling situations in post-conflict or low-income countries. Founded in France in 1982 as “Handicap International,” the HI Network now counts more than 4,000 people working in 60 of the world’s poorest 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 Network headquarters in Lyon, France.

Our programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent 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 the disabled through national planning and advocacy and for the elimination of landmines and cluster munitions.

Humanity & Inclusion (U.S.) is an independent U.S.-based affiliate of the HI Network, which is headquartered in Lyon, France. Humanity & Inclusion (U.S.) has an office in Silver Spring, MD. Our mission is to support the work of the HI Network by mobilizing both private and public financial support, representing Humanity & Inclusion 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, among other things, U.S. accession to the anti-personnel landmine, cluster munition and rights for people with disabilities treaties.

Based in Silver Spring, MD, the U.S. Manager, Grants and Contracts reports to the U.S. Executive Director of Humanity & Inclusion, manages three Grants Officers and works in close collaboration with HI Federation staff, National Association counterparts, and with other staff as needed.

**Purpose of the Job**

This position will focus both on grant management and compliance of current U.S.-funded projects, from both U.S. Government and private foundation sources.

The Manager is responsible for assuring that all grants issued by U.S.-based donors and signed by Humanity & Inclusion in the United States are compliant with appropriate regulation and law. Additionally, the Manager will provide leadership across the Humanity & Inclusion Federation, developing and disseminating best practices on grants management and compliance across all relevant U.S. funders.

This position will work closely with members of the Grants Management team, the U.S. Director of Institutional Funding and staff, the U.S. Director of Finance, the U.S. Executive Director, other HI U.S. personnel, HI Federation staff, field staff and donors/partner organizations.

The Manager will remain informed about and manage all compliance issues related to U.S. Government grants and cooperative agreements, including (but not limited to) quarterly and annual reporting, partner vetting, counter-terrorism and anti-fraud regulations, sub-grant management, due diligence and project closeout/final reporting. The position will also support negotiations with the U.S. Government on the organization's Negotiated Indirect Cost Rate Agreement.

The Manager will be responsible for creating and disseminating appropriate tools/training materials for U.S. Government and private foundation procurements related to grants management and reporting, vetting, and project closeout to the rest of the HI U.S. team, and relevant members of the HI Federation. The position will measure progress according to agreed-upon indicators and report on this monitoring at regular intervals, including supplying the U.S. Executive Director for the organization's Board of Directors as required. The position will ensure that all materials produced will be made available to HI Federation staff through shared drives or other knowledge management portals maintained in Lyon and Brussels. The Manager will provide technical leadership to all members of the Grants Management team, and will directly supervise and guide the Grants Officers in the unit.

This position will be an essential link with the Federation and work closely and regularly to ensure that compliance requests from the U.S. Government are aligned with validated Federation ethics, policies and procedures. This will involve risk assessments and making necessary revisions as required. The Manager will contribute to best practices in donor compliance with the HI Federation by working across teams and nationalities. The position will be expected to communicate regularly with colleagues from the HI Federation and national associations concerning developments of general interest in U.S. donor compliance and grants management. The Manager will liaise frequently with members of the HI Federation staff involved in grants management and compliance, financial management and operations, including the Lyon-based referent for compliance issues.

The Manager will directly manage the U.S. portfolio of U.S. Government grants, and be responsible for regularly reporting on changes in the portfolio to the U.S. Executive Director, the U.S. Board of Directors and the HI Federation.

The Manager will directly manage three Grants Officers with responsibility for their grant management and compliance oversight of the U.S. portfolio. This includes, but is not limited to: supervising and supporting the Grants Officer to meet – and exceed – their roles, and to ensure highest quality assurance in line with the organization's expectations and established policies; setting annual performance goals in line with the organization's overall annual plan conducting annual performance reviews; and meeting regularly with the Grants Officers to strengthen team and individual performances. The position will also indirectly manage the Grants Finance Officer, who works under the U.S. Director of Finance. The Manager will represent the Grants Officers and their perspectives in meetings with the Executive Director and with HI Federation staff.

The Manager will also participate in efforts to develop new business for Humanity & Inclusion by providing input on U.S. compliance and grants management issues during the proposal

submission process. In this work, the Director will collaborate closely with the U.S. Director of Institutional Funding, as well as proposal drafting teams.

The Manager will maintain close contact with donor staff, organizing regular meetings, telephone briefings, email exchanges and other contact. The Manager will arrange, as required, meetings in Washington, D.C. or virtually.

**Skills Needed**

- Strong management skills, ability to train and work well with others
- Comprehensive knowledge of U.S. institutional donors with a focus on USAID and the U.S. Department of State, full understanding and prior experience with 2 CFR 200, understanding of U.S. Government funding mechanisms, structures and regulations
- Strong writing and verbal communication skills; ability to handle pressure and deadlines; understanding and comfort with financial reporting.
- Strong knowledge of the HI Federation model and ability to mobilize key staff through appropriate channels, as well as networking skills.
- Ability to work within a “one team” model of transatlantic partnership.
- The position requires an undergraduate degree in international development or related experience.
- The position requires a minimum of seven years of experience, at least five of which must be in international relief or international development grants management.
- Experience managing USAID and State Department grants is required, with preference for previous grants and contracts as well as management experience.
- French language skills – written and oral -- at the working level are preferred.
- Work experience in a developing country is desirable.

**Key Duties****Compliance**

- Stay up to date on developments related to compliance with U.S. Government funder requirements, vetting, costing practices, project procurement, grant reporting, and project closeout, including compliance with the OMB Super-circular.
- Provide regular updates in the form of written materials, trainings and webinars to expand internal knowledge and increase ability of country program staff to assume increasingly responsibility for grant implementation.
- Assure that materials concerning compliance with U.S. Government procurement are provided to HI Federation on the regular basis.
- Lead all national association institutional fundraising staff in creating and disseminating “best practice” in grants management and compliance.
- Participate in senior management team meetings at HI and at the HI Federation.
- Work with HI Federation staff and the U.S. Director of Institutional Funding to ensure that concept notes and proposals for U.S. Government funding are compliant with U.S. Government systems and provisions (2 CFR 200) and Humanity & Inclusion’s organizational policies, such as prevention of sexual abuse and harassment and anti-terrorism policies.
- Conduct all necessary Bridger NXT and SAM.gov checks for anti-terrorism compliance.
- Maintain HI’s registrations within U.S. Government’s procurement systems, including SAMS Domestic and Unique Entity Identifier (UEI).
- Assure the timely uploading by the Grants Management team of relevant documents to the FFATA reporting system as well as to the Development Clearinghouse.

**Support the management of HI U.S. signed grants and contracts and ensure compliance with applicable rules and regulations:**

- Personally manage a portfolio of grants, including reporting on them in a timely and complete basis using available U.S. Government tools and portals. Delegate the additional grants reporting portfolio to other members of the Grants Management unit, as required.
- Ensure compliance with applicable U.S. Government and agency-specific rules and regulations both within HI and for any sub-partners for which HI is responsible as a prime.
- Organize and conduct trainings on U.S. Government grants management and compliance for HI internal stakeholders as well as relevant staff of partner organizations as required.
- Ensure timely and accurate programmatic and financial reporting in conjunction with headquarters and HI U.S. institutional funding team members.
- 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 HI field staff in U.S. donor cultivation as needed and agreed upon with the geographic and technical divisions.
- Maintain complete and up-to-date electronic files for all projects under this position's management.
- Follow up with three supervised staff to ensure that project files are up to date.
- Support A-133 audit preparation in close coordination with the U.S. Director of Finance, the U.S. Executive Director, and other HI staff.
- Assemble the necessary documents for HI's annual Negotiated Indirect Cost Rate Application (NICRA).
- Maintain and upgrade as necessary tracking tools for institutional funding.
- Follow up as necessary with any prime grant recipients regarding late payment to HI for work completed as a sub.

**Carry out any other tasks as may be assigned by the U.S. Executive Director.**

If you feel hold some but not all of the above qualifications, please apply. We would love to hear from you.

*We will only consider applications from U.S. citizens, or from applicants who already have permission to work in the United States.*

*People with disabilities are strongly encouraged to apply.*

**More information**

Humanity & Inclusion is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Humanity & Inclusion is committed to maintaining a work environment that is free of discrimination based on any grounds protected by applicable federal, state or local laws. These grounds generally include race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, disability, genetic information or carrier status, pregnancy, victims of domestic violence, military status, alienage, citizenship status, or any other legally protected status. Applicants for employment are recruited and hired on the basis of their qualifications for the job. Promotion decisions will be made without discrimination and on the basis of performance and qualifications.

**Application procedures and notes**

Please submit a resume, as well as a cover letter explaining (1) why this role appeals to you, (2) how it connects to your prior experience, and (3) what skills you'd bring to the position to [recruit.usa@hi.org](mailto:recruit.usa@hi.org) with the subject line "U.S. Manager, Grants and Contracts."

Deadline: Until the position is filled

**Reminder:** Pre-existing authorization to work in the United States is required. Applicants without existing work permission in the United States should not apply.

Humanity & Inclusion is happy to meet any reasonable accommodations that an applicant requires. To request such reasonable accommodations at any point in the recruitment process, please contact: Diana Hromockyj by email at [d.hromockyj@hi.org](mailto:d.hromockyj@hi.org) or phone at (301) 891-2138. All self-disclosure is voluntary and personal information is strictly confidential.