



FAUNA & FLORA
INTERNATIONAL

Grants Assistant
Washington, DC

Innovative conservation since 1903

FAUNA & FLORA INTERNATIONAL

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organization, headquartered in Cambridge, England. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. FFI's mission is to conserve threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and that take account of human needs. We operate primarily in developing countries where there is little capacity to conserve endangered and threatened habitats and species. Today FFI is active in over 45 countries.

FFI in the United States

Fauna & Flora International, Inc. (FFI, Inc.), headquartered in Washington, DC, was formed in the United States in 1981 as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, for "charitable, scientific and educational purposes, including the conservation and sustainable management of biodiversity throughout the world and in particular as it supports the international program of work of Fauna & Flora International, a registered non-profit charitable organization founded in 1903 in the United Kingdom sharing the same conservation mission."

THE OPPORTUNITY: Grants Assistant

The Grants Assistant will provide administrative and financial management support to FFI's grant management function in the US. This full-time position will be based in the Washington, DC office and will work closely with FFI program and finance teams.

The successful candidate will have a minimum of three years' work experience in a non-profit organization, while working with grants management systems and processes, and display strong communication and writing skills, advanced computer skills, along with knowledge of relevant information technology i.e. databases. Salary is commensurate with experience.

JOB DESCRIPTION

The Grants Assistant will work closely with FFI's program and finance staff. Key responsibilities of this position include:

Grant Management and Administration

- Systematically track and enter grants data into the grants database and ensure accurate entry of grant financial information entry into FFI's accounting system;
- Maintain grants database which provides program staff a clear calendar of deliverables for entire grant project cycle for each grant, i.e. proposals, grant notifications, donor acknowledgements, technical and financial reports, etc;
- Manage Project Donor Code database including generating new codes for donors and project phases working in conjunction with field offices and FFI's program and finance staff;
- Complete detailed Grant Notification Forms for each new grant;
- Conduct periodic review of budget to actual reports generated by finance staff to compare grants information, track expense reporting from field offices and assist in production of financial reports to donors;
- Manage and track fund transfer schedules and requests from field teams, working closely with program and finance staff;

- Support the program team to ensure strong management of grants awarded, including: communicating terms of agreements to FFI project teams; coordinating completion of timely, quality donor reporting, and financial grant management;
- Maintain appropriate filing systems (hard and electronic) for active grants, and maintain archive of closed grants.

Information Management

- Research, identify, and track funding opportunities
- Write acknowledgement letters upon receipt of new grant awards;
- Verify budget information in grant proposals and against awarded grants; and track extensions or adjusted budgets to awarded grants;
- Liaise with finance personnel at granting agencies and donor institutions, as desired by program staff;
- Develop and manage photo library to support proposals, reports, presentations;
- Contribute to special projects, including targeted writing projects, and provide support to the program staff as required.
- Manage Grants Resource Library, a searchable library of proposals and reports, as well as other valuable research, writing and visual materials.

Duties and team responsibilities may be altered, reasonably added or delegated from time to time to reflect changes within the organization's activities and structure.

QUALIFICATIONS:

This position requires the individual to work as part of an entrepreneurial, close-knit US team that is geared towards efficiency and service delivery to FFI teams and partners worldwide. This is an essential and dynamic post, one that can evolve according to field and management needs and skill sets of the applicant. We seek a professional with:

- BSc/BA required;
- Good communication skills and clear writing style;
- Strong project management skills, comfortable managing multiple tasks and projects with autonomy;
- Experience of entering data accurately into a database system;
- Experience of performing data checks and correcting data where necessary;
- High integrity and professionalism working across cultures, and strong interest in working to support the productivity of decentralized field teams globally;
- Advanced computer and internet skills; proficiency in MS Office: Word, Excel, PowerPoint, Outlook; Adobe;
- Familiarity with Salesforce, GiftWorks or other CRM system desirable.
- Ability to work as part of a small team locally, and decentralized teams globally.

APPLICATION PROCESS

Qualified candidates are encouraged to submit a letter of interest, résumé and writing sample electronically to FFIUS@fauna-flora.org indicating Grants Assistant on the subject line by August 1, 2014. Only short-listed candidates will be contacted. Regrettably, if you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

FFI values diversity and is committed to equality of opportunity.