

Position Description

Job Title: Grants Manager

Grade: 83

Incumbent: Vacant

Reports to: IFF Director of Finance & Administration

Division: International Fellowships Fund (D530)

Department: International Fellowships Fund

Purpose of Position: To manage IFF institutional grants, including maintaining grants reporting system, reviewing financial reports and proposals. The IFF, which is funded by the Ford Foundation, currently has over 3,300 Fellows from Africa, Asia, Latin America and Russia enrolled at approximately 300 universities in 34 countries. The IFF Secretariat unit in New York coordinates program implementation with some 25 International Partners and other service organizations, as well as the fellows' grants administration unit at IIE. These organizations are funded through IFF institutional grants.

This is a 50-60% time position, with hours to be negotiated.

Principal Responsibilities:

1. Prepares documentation and maintains financial and administrative records for IFF institutional grants to partner organizations
2. Reviews financial reports and proposals from partner organizations
3. Works closely with IFF Director of Finance and Administration and with IFF Program Directors on institutional grant budgets and proposals
5. Provides technical assistance to IFF partner organizations on grant reporting
6. Prepares budget analyses and reports
7. Manages and analyzes related data
8. Position may require some international travel

Supervision Received:

Supervision by IFF Director for Finance and Administration but also works closely with program directors and other IFF staff, as needed

Required Qualifications: Education/Experience/Skills:

To be considered a candidate for the position, an applicant must have:

- A Master's degree in business administration, finance, or a related field preferred
- Five years of grants management experience or equivalent
- Superior computer skills, including Word, and especially Excel
- Excellent communication and organizational skills, with attention to details
- Ability to work independently and be self-motivated

PREFERRED QUALIFICATIONS:

- Data management experience
- Knowledge of a foreign language
- Study abroad or other experience with international education