



## Vacancy Announcement

**Position:** Grant and Admin. Officer, US-based Position

**Report to:** CRVPF Executive Director, and Chair, CRVPF US Board of Trustees

**Closing Date:** 15<sup>th</sup> June 2021

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### BACKGROUND INFORMATION

Children's Rights and Violence Prevention Fund (CRVPF) is a child rights and social justice regional intermediary organization based in Uganda whose mission is to provide grants and capacity development support to community organizations operating in four countries in East Africa: Uganda, Tanzania, Ethiopia, and Kenya. CRVPF supports community institutions that work with children, adolescent girls, boys, and their families, communities, and schools to advance rights and prevent violence, sexual abuse, and sexual exploitation of children. To foster a protective and nurturing environment for healthy child development, CRVPF uses a cluster partnership model. The model encourages 2-5 community organizations and local NGOs to work together in a cluster partnership using one grant to address children's needs in a particular geographic area where children are at risk.

CRVPF provides an initial short-term Planning and Learning Grant to cluster partners. The aim is to give partners time and space to know each other's strategies, develop closer working relationships, identify a common project area, conduct a joint situational analysis, listen to children, adolescent girls and boys, and families. The process will help to develop a multi-year child rights/protection proposal for CRVPF grant support. This allows for the local development of child protection environments responding systematically to specific risks and building on local assets.

### POSITION DESCRIPTION

CRVPF is an East African intermediary organization headed by an Executive Director and staffed by Finance, Administration, and Program Officers based in Kampala, Uganda, and overseen by a Board of Directors. Based in the US, Firelight Foundation has served as a fiscal sponsor holding some of CRVPF's grant assets and supporting its grants management work. Firelight has helped CRVPF develop its in-house grant management systems and CRVPF is ready in 2021 to operate entirely independently. CRVPF has finalized the CRVPF affiliate office non-profit registration in the US to support international fund-raising and cross-national grant management. CRVPF is currently recruiting candidates to be a Grant and Admin Officer who will open the US office, set up systems to liaise with donors, manage the grant process, and transfer funds to partners operating in the four African countries. The US Grant and Admin Officer position will work with the CRVPF Finance Officer and be based in the US and report to the Executive Director and the US Board Chair.

## **RESPONSIBILITIES**

### **Grant management**

- Work with Firelight Foundation and CRVVPF grants and finance staff to establish the US-based CRVVPF grants management system. This will include:
  - a. Become familiar with existing Firelight/CRVVPF grant management system and processes
  - b. Adapt and set up the system in the US office
  - c. Adapt Firelight/CRVVPF grant management manual to CRVVPF-US outlining grant cycle policies, roles, procedures, proposal-budget-report formats, etc.
  - d. Develop the administrative, program, and budget template for grant agreements according to funding guidelines.
  - e. Assist CRVVPF staff and donors with the transfer of existing grant funds to the CRVVPF-US bank account
  - f. Review all current grant agreements with Firelight/CRVVPF staff and shift them to CRVVPF-US
  - g. Engage with each current CRVVPF grantee as new Grant and Admin Officer working with existing CRVVPF grant and program staff, review existing grant parameters and explain the role of new US-based GO to grantees.
  
- Begin to play a direct role in a new grant management cycle, including:
  - a. Assisting CRVVPF staff in applicant due diligence following US law
  - b. Issuing grant proposal invitations and guidelines
  - c. Reviewing applications for financial compliance and budget analysis
  - d. Assisting grant approval and communication of grant decisions
  - e. Issuing, validating, and filing grant agreements
  - f. Monitoring grant compliance and annual payments
  - g. Assisting with completion of final grant compliance and reporting requirements
  - h. Research information and data necessary for grants and grant reporting.
  - i. Edit and organize grant documents written by other staff.

### **Administration**

- Manage US office (rent, insurance, equipment, communications, and other utilities, etc.)  
Establish CRVVPF bank accounts following US registration requirements supporting the
- CRVVPF Board of Trustees
- Maintain necessary records, files, reports, databases, and resource materials pertinent to Grants Office activities.
- Coordinate tax filings, audits, and compliance with US regulations.  
Coordinate CRVVPF relations with US partners
- Partner with CRVVPF Program Coordinators, Finance and Grant Coordinator to ensure accurate and adequate paper and electronic document retention.
- Design and maintain filing systems for the Fund paper and electronic records.
- Participate in weekly Program Team staff meetings, including the provision of work-related update

- Participate in weekly substantive check-ins with CRVPF Director.
- Collaborate with Program Team, Finance Team, Administrative Team, and CEO on special projects as needed. Perform other related tasks or work as required.
- Maintain working knowledge of the Fund programs and priority funding areas and remain abreast of current research, activities, and trends in the funding sector.
- Host CRVPF staff visits the US and facilitate staff meetings with donors and partners. Perform other duties as assigned.

### **Fund-Raising and donor relations**

- Research new funding opportunities for CRVPF available through US local, state, and federal government agencies and other international donors, private and corporate foundations.
- Disseminate information on funding opportunities and compliance requirements to CRVPF staff.
- Monitor and report on grant proposals to and existing grants from CRVPF donors and follow up with each funding agency as necessary.
- Maintain regular communication with other Foundation professionals through Peak Grantmaking, Grantmakers for Effective Organizations, Council on Foundations, and additional network space.

### **REQUIREMENTS AND QUALIFICATIONS**

The Grant and Admin Officer will be motivated by a passion for children's rights and violence prevention work and a drive for continuous learning and improvement. S/he will be a project manager, consultant, analyst, problem solver with exacting standards and an eye towards creativity and innovation. This role requires an individual who can balance strong attention to detail and analytical skills with an engaging, consultative, relationship-focused approach to working with people in a cross-cultural context. Essential skills for consideration include a highly-tuned detail orientation, strategic thinking, and a process and systems mindset. Comfort with ambiguity and competing priorities is vital. Candidates should be powerful written and oral communicators, great listeners, instinctual information sharers, and network builders. Cross-cultural competencies will be critical.

The candidate should be ready to work independently with frequent communications with CRVPF regional office staff based in Kampala, Uganda, and the CRVPF US board chair and be comfortable with independent distance working. Additional, valued qualifications include:

- Project and grant management experience, especially grantmaking to community organizations and local NGO's
- Data management experience, familiarity with data systems and business processes Financial or business analysis skills
- Experience managing small and medium scale projects Exceptional communication skills
- A natural curiosity for problem-solving
- Proficiency in Microsoft Office Suite, especially with Excel
- Experience with complex database systems, experience with MicroEdge or comparable grants management software preferred
- Familiarity with intermediary organization operation approaches and requirements.
- Ability to multitask and work independently and collaboratively to meet weekly, monthly, and quarterly deadlines
- Professional and flexible.

A Master's degree in nonprofit management or related field preferred. Candidates should have a minimum of 8-10 years of professional work experience, with some knowledge or working background in nonprofits grant making and management systems. Previous work experience and working knowledge in East African countries is an advantage.

## **BENEFITS AND COMPENSATION**

CRVPF offers a competitive benefits package and a salary that is commensurate with education and related work experience. The position is full-time.

Persons from diverse backgrounds and orientations are encouraged to apply.

TO APPLY: Please send an email referring to the job title in the subject line along with a resume and one- page cover letter explaining your interest and how your skills and work experience fit the position. The deadline for application is 15<sup>th</sup> June 2021 please send your documents to the following email addresses:

Email: [info@crvpf.org](mailto:info@crvpf.org), and [fassil.marriam@crvpf.org](mailto:fassil.marriam@crvpf.org)

Website: [www.crvpf.org](http://www.crvpf.org)

