

Job Description: Senior Manager — Grants

1. Responsibilities

The Senior Manager — Grants will work across program and finance team members to ensure timely and efficient partner support and sub-grant management, including proposal development, strategic planning, work plan and budget development, ongoing reporting and closure. This includes the whole grants life cycle, from grant design, selection, start up, implementation through to grant closure, ensuring compliance with internal procedures and donor regulations.

- Conduct pre-award due diligence assessments of current and potential partners and analyze organizational capacity to manage grant funding and project implementation.
- Draft grant agreements and MOUs and all sub-grant agreement modifications in consultation with designated program, project and finance leads.
- Work with legal counsel to ensure all agreement templates are updated with respect to current regulations and donor compliance requirements.
- Support the development of grantees work plans and budgets.
- Develop system to standardize budgets, work plans and program and finance reports.
- Track programmatic and financial reporting and ensure timely receipt.
- Review program and financial reports.
- Monitor compliance with donor requirement.
- Work with program & finance teams to ensure sub-grant payments are made in accordance with agreements and work plans.
- Reviewing progress made by grantees against the agreed work plan.
- Undertake programme monitoring and management visits as appropriate
- Resolve issues throughout the grants cycle on contractual, operational and reporting matters.
- Help develop policies relating to grants management.
- Assist finance team in all relevant audit materials related to grantee information.

- Provide analysis of the status on current and closed sub grants, e.g. spending patterns, outstanding reports.
- In consultation with the Programme team, make recommendations relating to funding adjustments for grantees, including decisions to withhold or delay payments as a result of performance issues within projects

Project Review and Insights

- Working with internal teams to understand the deliverables of each project, reviewing them on a regular frequency
- Building insights/ patterns/trends from the project reviews and making changes to the process as needed
- Collating best practices/ innovations from the projects and sharing with internal and external stakeholders

2. Experience:

- 10-12 years relevant work experience
- Chartered Accountant / MBA Finance
- Experience of working in impact investment fund, social sector or grant organization, start-up or social enterprise

Job Location: The position is based in Mumbai.

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