

POSITION: OPERATIONS ASSOCIATE

ABOUT DALBERG CATALYST

Dalberg Catalyst is a global non-profit committed to co-creating and accelerating systems solutions to the world's most pressing problems. Catalyst took shape out of recognition that meaningful progress requires systems-level change rather than incremental solutions. Behind all our initiatives is a desire to advance human and planetary health, freedom and dignity, and just and safe economies.

Catalyst coordinates partners to tackle the world's most difficult challenges with the depth and sophistication those challenges require—while simultaneously driving relentlessly toward meaningful change. In fields ranging from climate adaptation to education, Catalyst leverages its global relationships and deep content knowledge to convene critical actors; build trust and urgency; and support collective shifts in key agendas.

For more information, please visit [Dalberg Catalyst](#).

ABOUT YOU

Qualifications

- Bachelor's degree from a four-year college or university
- Minimum 2 years' experience in a professional work environment, with a preference for experience working in program management, administration, or grants administration roles in high-performing organizations;
- Proficient in MS Office (e.g. Word, Excel, OneDrive, MS Teams);
- Excellent writing and verbal communications skills, with full professional fluency in English;
- [Preferred] Work or volunteering experience in global development, social impact and/or nonprofit sectors

Person specification

- Demonstrated passion for social impact and addressing global challenges
- A self-starter who takes full ownership of tasks, with a hands-on approach to getting things done in a fast-paced, high-performing environment;
- Excellent interpersonal skills, able to liaise independently and professionally with all levels of seniority
- Ability to multitask, problem-solve, set priorities to meet tight deadlines, and work with a variety of internal and external stakeholders;
- Strong analytical abilities, accuracy and attention to detail
- Integrity, credibility, and dedication to the mission of Dalberg Catalyst.

Dalberg Catalyst offers a competitive salary, paid holidays and health / dental insurance arrangements.

WHAT YOU WILL DO

The Operations Associate provides critical support to the core functions of Dalberg Catalyst, working across grant management and operations. This role is essential to ensuring that the activities, functions and processes that support our impact run efficiently and effectively.

The role reports directly to the Grants and Operations Director.

As Dalberg Catalyst is still in start-up mode, this is a tremendous opportunity for a dynamic, passionate and highly-organized early-career professional to join us in the early stages of our growth. The role will provide exposure to many elements of running a dynamic and high-performing nonprofit organization.

The position is full time employment basis, and remote (work from home)

Responsibilities

- Manage the grant cycle process for our portfolio of projects, serving as the primary liaison with grantees and contractors regarding operational and administrative matters, including:
 - tracking and driving adherence to grant cycle timelines from application to close out, including coordinating inputs from across Dalberg Catalyst leadership and teams
 - liaising with legal and finance teams and sub-grantees to ensure timely preparation of grant agreements, submission of invoices, and payments
 - ensuring timely and high-quality submission of milestone deliverables and reports
 - assisting with the coordination of, and preparation for, funder and grantee meetings and workshops
- Contribute to grants budgeting and planning, and providing support in reviewing proposal budget amendments, extensions of the life of an award and any other award budget modification
- Support financial management, including periodic review and analyses of grants financial reporting to ensure compliance per donor requirements; and participate in planning, budgeting, and year end closing process
- Support the strengthening of grant management processes and templates
- Strengthen risk management and compliance, through providing support on interpreting award terms and ensuring that implementation of the program is within the grant requirements
- Support day-to-day operations and administrative matters and lead special projects
- Lead efforts to strengthen information management and record keeping
- Support special projects for the COO and other leaders, as required

To apply, share your CV and Cover Letter to infocatalyst@dalberg.com

Owing to the large number of applications we receive; unfortunately, only shortlisted candidates will be contacted.