

POSITION: GRANTS AND OPERATIONS ASSOCIATE

ABOUT DALBERG CATALYST

Dalberg Catalyst is a team of systems thinkers and innovators dedicated to addressing the biggest challenges of our time. We are a small and fast-growing U.S.-based nonprofit, whose mission is to co-create and actively accelerate systems solutions that will have a tangible and durable impact on urgent societal and planetary issues. The organization is virtual, with team members in four countries and projects operating in many more.

Dalberg Catalyst is part of the Dalberg Group, a global group working to build a more inclusive and sustainable world where all people, everywhere, can reach their fullest potential. Dalberg partners with and serves communities, governments, and companies throughout the world, providing an innovative mix of advisory, investment, research, analytics, and design services. Established in 2001 by experienced private sector consultants, Dalberg operates from 29 worldwide locations.

For more information, please visit [Dalberg Catalyst](https://dalbergcatalyst.org), and find out more about the Dalberg Group at [Dalberg](https://dalberg.com)

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.

Candidates must already have a legal right to work in the United States. Dalberg Catalyst offers a competitive salary, paid holidays and health / dental insurance arrangements

WHAT YOU WILL DO

The Grants and Operations Associate provides critical support to the core functions of Dalberg Catalyst, working across grant management, operations and finance. 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 Director of Incubation Strategy and Operations, although will work with leaders from across the organization, including supporting the Program Managers that run our portfolio of high-impact projects.

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 US based, 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 finance processes and lead special projects
- Support the Finance Manager in the preparation of weekly payment runs
- Support with preparation for Board meetings
- Lead efforts to strengthen information management and record keeping
- Support special projects for the CEO, COO and other leaders, as required

JOIN OUR TEAM

Please submit your application by email to infocatalyst@dalberg.com by 11:59 PM EST on 31 October 2022. Your application should include a resume and cover letter – we cannot accept applications that do not have both documents included.

Candidate applications will be considered on a rolling basis so applicants are encouraged to apply early.

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