

POSITION: MANAGER, GRANTS AND OPERATIONS

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 programs operating in many more.

Dalberg Catalyst is affiliated with the Dalberg Group, a global group working to build a more inclusive and sustainable world where all people, everywhere, can reach their fullest potential.

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

WHAT YOU WILL DO

Dalberg Catalyst has a bold vision, and the Manager of Grants and Operations plays a critical role in enabling our growth and effective functioning to bring this vision to life. With responsibility for operational management of Dalberg Catalyst's portfolio of grant-funded projects, as well as our core operations, your 'north star' is to ensure we deliver operation excellence in all areas of our work and run a professional and effective organization that is well set up for future operational expansion.

Reporting to the COO, and with line management responsibility for the Grants and Operations Associate, this role has two main functions:

Oversight of Grants & Contracts Administration:

- Working at the intersection between our Programs, Finance, and Legal teams, you will ensure that all grants are managed professionally and effectively, including through serving as the primary liaison for all our funding and implementing partners on contractual and grants management matters.
- Specific roles include:
 - Coordinate with Program leads to assure comprehensive budgets are included and appropriate overhead rate/management fee is applied in grant proposals submitted to donors
 - Lead engagement with funding and implementing partners on grant contracting and management
 - Manage the full 'post award' grants administration cycle , covering operational planning, contracting, budgeting, and reporting
 - Oversee compliance with funders' procedures and policies governing our grants, and lead contractor due diligence processes
 - Coordinate with the program managers and finance team on annual planning, expenditure monitoring, and progress reporting

- Facilitate training of Catalyst and Project staff as needed, regarding the financial and compliance aspects of grants
- Create reports for leadership team and Board as needed
- During annual external/statutory audit, work with the Auditors in reviewing existing grants

Operations Management:

- Working closely with the COO and Finance & Accounting Manager, you will strengthen Dalberg Catalyst's core operational policies, systems, and processes, and deliver excellent operations, HR and IT functions for the organization.
- Specific roles include:
 - Work closely with the COO to plan for and execute on operational needs, including expansion and development and management of HR/IT/Procurement policies and procedures
 - Maintain organisational policy framework and development schedule, helping develop critical operations policies or coordinating updates by others to ensure our policies adapt to the needs of our growing organisation
 - Provide recruitment support to hiring managers, onboard new staff
 - Support program managers with procurement processes as required
 - Support on website updates as needed
 - Assist with special projects initiated by the COO, and other operations efforts where needed

ABOUT YOU

Dalberg Catalyst is a fast-growing nonprofit start up, so this role suits a highly flexible, dynamic and system-oriented professional who is resourceful, comfortable working at a fast pace, and willing to roll up their sleeves.

We are looking for:

- A problem solver who tackles new challenges with relish, and finds creative ways forward in the face of challenges
- Demonstrated passion for driving social impact and equity, typically evidenced by a strong interest in and/or prior exposure to global or local impact issues
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision-making
- Excellent communication and relationship building skills with an ability to work with a variety of internal and external stakeholders
- Strong analytical abilities (both quantitative and qualitative), accuracy, and attention to detail

Required skills and qualifications

- 8+ years relevant grants administration experience on donor-funded programs, and / or delivering high-quality operational management

- Bachelor's degree or equivalent education and professional work experience in related field, Master's degree and/or Grant Professional Certified preferred. Previous work experience in an international/domestic relief/development organization recommended
- Experience working in a fast-growing, non-profit with overseas operations
- Excellent verbal and written communication skills, with full professional fluency in English; proficiency in other languages is a plus

Additional ideal qualifications

- Human Resources experience
- Experience managing grants for bilateral funders including USG Grants

TERMS

- Contract type: Full-time employment position
- Location: Fully remote (work from home), US-based, with a preference for EST / CST time zones

JOIN OUR TEAM

Please submit your application to infocatalyst@dalberg.com. Your application should include a resume and cover letter; we cannot accept applications that do not include both documents.

Candidate applications will be considered on a rolling basis, and the position will remain open until the right candidate is found. Applicants are advised to apply early.

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