

GRANTS AND DEVELOPMENT MANAGER JOB DESCRIPTION

Job Title: Grants and Development Manager
Job Status: Regular Full-Time, Year-Round, Non-Exempt Employee
Job location: Remote
Salary Range: \$50,000 - \$54,000
Start Date: ASAP
Reports to: Executive Director

ABOUT MEDGLOBAL

MedGlobal is a global humanitarian non-profit organization providing medical and health education services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

JOB SUMMARY

As a small but rapidly growing global health organization, we are looking for a self-starter who is eager to help us grow our humanitarian and health programs in Bangladesh, Colombia, Greece, Yemen, Syria, Gaza, and beyond. The ideal candidate will have experience with humanitarian, international development, and/or emergency response grants.

The Grants and Development Manager is responsible for building relationships with donors in the humanitarian space; identifying and completing applications for funding, including applications to foundations, NGOs, and government donors such as USAID and DFID; pre-award planning, organization, and preparation; and the post-award administration of grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Builds relationships with major donors in the humanitarian response sphere
- Identifies potential grants including the following responsibilities:
 - Develops proposal budget models
 - Completes application forms/proposals
 - Reviews solicitation requirements and summarize for presentation
 - Prepares and maintain internal tracking checklists and timeline documents
 - Assists with grant extension requests, work plans, reports, etc
 - Maintains grant calendar of upcoming application and reporting deadlines
- Maintains databases for recording and tracking grant proposals, awards, and related statistical information
- Develops and updates the annual fundraising strategy of the organization

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- Facilitates and supports the research and identification of funding opportunities on behalf of investigators, as appropriate
 - Ensure compliance with donor regulations and requirements; including reporting protocols, various donor reporting templates, donor approval policies and procedures, and award close-out procedures
 - Oversees the implementation and execution of the organization's fundraising strategy to meet year-end goals
 - Supports the development of organizational-standardized processes and tools to be used for financial grant management
 - Maintains all aspects of donor records in donor management database of individual, foundation and corporate donors to grow charitable giving
 - Responsible for timely acknowledgment & recognition of donors and contributions as appropriate
 - Identifies and manages gifts-in-kind donations to support our programs (medications, medical supplies, flights, and shipping)
 - Responsible for MedGlobal local partner sub-awards documents
 - Perform other duties as assigned

QUALIFICATIONS

- Bachelor's degree or equivalent desired.
- Minimum of 3-5 years of grant writing experience, specifically with international NGOs or for international development projects
- Minimum of 3 years of progressive work experience in challenging finance and/or management roles; particularly in pre- and post-award grants management.
- Ability to communicate effectively, both orally and in writing.
- Skills in organizing resources and establishing priorities.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Ability to work independently as well as function as a team player
- Expert proficiency in Excel with knowledge of pivot tables, macros, and complex formulas
- Demonstrated ability to deliver high-quality, accurate work within tight deadlines

HOW TO APPLY

To apply for this position, please send a cover letter, resume and contact information to careers@medglobal.org with the subject line: "Grants and Development Manager."