

JOB DESCRIPTION – GRANTS MANAGER, US

Role	Grants Manager, US		
Reports to	Head of Operations, ISD US	Direct reports	N/a
Budgetary responsibility	N/a	Resource responsibility	N/a
Safeguarding	Apply policy as required to projects	Key relationships	Director of Project Operations, US Executive Director, Project Operations Team
Contract	Permanent	Location	US; candidates must have right to work in the US
Salary	\$65,000 - \$85,000	Level	Manager

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponized hate, polarization, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

About ISD-US

The Institute for Strategic Dialogue-US (ISD-US) is a fiercely independent, non-profit, non-partisan organization dedicated to safeguarding democracy and reversing the rising tide of hate, extremism and disinformation in the United States.

ISD is at the forefront of analyzing and delivering solutions to these hybridized threats. For over 15 years, our global team of researchers, analysts, policy experts, frontline practitioners, technologists and activists have kept ISD's work ahead of the curve on the fast-evolving spectrum of digital threats to democracy. We have innovated and scaled sector leading policy and operational programs – on and offline - to push back the forces threatening human rights and cohesion around the world today.

We partner with governments, cities, businesses and communities to turn cutting-edge data and insight into action; trialing and delivering evidence-based solutions across society; and empowering those that can impact positive change at scale. Our research also shapes and informs our education and civic action programs as well as the training and policy support we provide to central and local governments, frontline practitioners, companies and international organizations.

Role Purpose

The Grants Manager is a critical role for supporting the delivery of ISD's ambitious programming in the US. ISD US has grown exponentially over the past three years and currently implements a portfolio of over 15 grants, funded by a range of philanthropic foundations and government departments.

This is a newly created role and reflects ISD's ambition to continue scaling our operations in the US. The post holder will work closely with teams from across ISD US to ensure the efficient operational delivery of this varied portfolio of projects. The post holder will also connect into ISD's global Project Operations team, managed out of ISD UK.

This is a critical role for ISD US, ensuring that project management and operational systems are applied across portfolio and that each and every grant is delivered on time, on budget and in compliance with ISD and donor requirements. The post holder will therefore play an important role through all stages of project design, development, delivery and reporting to ensure the highest quality and standards of output and operational efficiency.

The post-holder will report to ISD US' Head of Operations, with dotted line reporting to the global Director of Project Operations. While this role is primarily US-focused, the post holder may be required to manage grants that touch on other geographies in which ISD operates globally.

Responsibilities

1. Grant management and compliance (40%):

- Effectively manage a portfolio of grants for ISD US, demonstrating key project management skills, ensuring those projects and grants are delivered on time and on budget
- Be conversant with ISD's Project Management Toolkit and relevant donor requirements and ensure these standards are applied through the delivery of ISD US' grant portfolio
- Serve as the project operations lead for key ISD US grants, working in close collaboration with respective Project Managers
- Oversee donor reporting for ISD US and ensure ISD remains compliant with donor regulations, in coordination with ISD's global Project Operations team
- Ensure that project records are kept for all projects and grants, in compliance with ISD and donor standards.
- Contribute to the development of more efficient and more effective operational policies, systems and processes for ISD US as required for effectively delivering projects in a fast-moving, collaborative environment.
- Ensure projects teams receive the required training and support to competently manage grants and meet key organizational processes around contracting, security, procurement and finance

2. Project management and operational support (20%)

- Make an active contribution to the Project Operations Team, supporting the delivery of the highest standards of project management financial and resource planning, and donor compliance across ISD US.
- Provide operational support to Project Managers as required, including support for contracting, financial management, and reporting.
- Ensure that procurement processes for ISD US are conducted in line with ISD standards set out in the Project Management Toolkit.
- Maintain key project management tools for all active ISD US projects and ensure data is fed into global systems and trackers on an ongoing basis
- Maintain oversight of human resource capacity in the team, cost recovery of key roles, and contribute to planning and decision making around project resourcing

- Act as an organisational resource to troubleshoot project-level operational issues across ISD US.
- Ensure that data protection policies are followed by all staff and that project/grant information is managed in compliance with those policies.
- Contribute to the development of more efficient and more effective operational policies, systems and processes as required for effectively delivering projects in a fast-moving, collaborative environment
- Support the Executive Director and or Head of Operations of ISD US with broader organisational issues relating to governance and finance when required.
- Actively contribute to strategic and organizational discussions around strategy, planning and the development of internal policies and procedures.

3. Financial management (20%)

- Lead on financial management and administration of ISD US' grant portfolio including budget tracking, reporting and invoice monitoring
- Prepare and monitor project budget-to-actuals on a monthly basis, anticipating any issues and raising them with Project Managers, the Head of Operations and Director of Project Operations as needed
- Support project teams with financial elements of project delivery, such as per diems and partner invoices
- Support and coordinate the preparation of any donor audits with programme and operations teams
- Support budget preparation of new proposals and development opportunities

4. Project development and donor engagement (20%)

- Support the development of new ISD projects and proposals
- Proactively research and flag new development opportunities such as open tenders, public NOFOs/RFPs in coordination with the Senior Business Development Manager
- Coordinate and/or contribute to the development of high quality and compliant proposals as part of a larger team.
- Coordinate with team members to develop and maintain strong relationships with donors and stakeholders
- Contribute to strategic development of programming in the US.

Impact (the change this role needs to deliver)

- Consistently high quality, timely management and reporting on all ISD's grants
- Successful implementation of portfolio of projects in the US

Outcomes (the way success will be measured)

- Consistently high quality, timely reporting on relevant programmes and projects
- Consistent contribution to ISD project management and improvement of systems
- Effective interfacing between the Operations Team and programme teams
- Contribution to successful fundraising proposal and bids
- Positive 360 feedback from programme staff regarding support provided.

PERSON SPECIFICATION

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem Solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth Mindset

Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
Knowledge, training, qualifications	<ul style="list-style-type: none"> • Strong understanding of grant and project management principles and approaches • Strong knowledge of project financial management 	<ul style="list-style-type: none"> • Understanding of ISD issue areas gained through work in a related organisation, such as a similar charity, or a degree in an ISD related issue area

	<ul style="list-style-type: none"> • Understanding of US Government funding mechanisms and compliance requirements 	<ul style="list-style-type: none"> • Good working knowledge of project cycle management in an international context
Experience	<ul style="list-style-type: none"> • Demonstrable prior experience of grant and project management • Experience overseeing a portfolio of multiple grants, up to \$1m + • Experience managing grant budgets and financial reporting of grants • Relevant experience in related organisation, such as a similar non-profit, NGO, governmental department or think tank, or in roles demonstrating the comparable requirements. • Track record and/or understanding of working with different kinds of institutional funders (e.g. US Government, foundations, philanthropists) 	<ul style="list-style-type: none"> • Experience of working in a fast paced or start-up environment • Experience in development or fundraising, including bid-writing, grant writing, business development and/or donor relations.
Skills	<ul style="list-style-type: none"> • Fluent English, with very strong written and spoken communications skills • First-class organisational and project management skills • Flexibility, creativity and a willingness to learn • Time management skills and the ability to prioritise workload • Budget development, monitoring and oversight skills • Ability to problem solve and multi-task • Ability to work on projects independently • Appreciation of working in a fast-paced organisation and willingness to engage with change • Respects differences and listens to alternative perspectives • Broader operations skills (e.g. organising events; preparing contracts; managing contacts; using communications software) • Proficient in use of Excel, Word and other MS applications 	<ul style="list-style-type: none"> • Other language skills, particularly where relevant to ISD's work