Grants Manager at Boma Projects

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Helping Women Graduate from Extreme Poverty The BOMA Project is a U.S. nonprofit and Kenyan NGO with a proven track record, measurable results and a transformative approach to alleviating poverty and building resiliency in the drylands of Africa. Our Rural Entrepreneur Access Project (REAP) replaces aid with sustainable income and helps women to graduate from extreme poverty by giving them the tools they need to start small businesses in their communities. With this new and diversified source of income, they can feed their families, pay for school fees and medical care, accumulate savings for long-term stability, survive drought and adapt to a changing climate.

JOB SUMMARY

The Grants Manager will lead in the development, implementation and management of BOMA's grants portfolio; support program teams in researching and reviewing grant opportunities; analyze competitive positioning and risk; researching on donor and sponsor policies and regulations to ensure general procedural compliance in the implementation of BOMA's Grants.

DUTIES AND RESPONSIBILITIES

Grants management and reporting

Providing hands on support in writing Grants applications and facilitate efficient grants administration Jand coordination, negotiating on existing and new grants.

Monitoring progress of grant funded projects to include goals, objectives, outcomes, deliverables, and all other contract terms for assigned grant teams through regular

communication and meetings.

Accountable for managing internal reporting process through generation of Budget Vs Actuals (BVA's) and work with program teams to finalize monthly and quarterly adjustments in accordance with donor requirements.

Ensuring high quality reports are submitted to donors including supporting the Financial Controller in drafting of external reports.

Maintaining a database for reporting and tracking all proposal and grant information and activities.

Together with the Financial Controller develop and keep updated cost analysis for BOMA for budgeting purpose.

Developing the internal systems to track and report effectively.

Administer subcontracts with program partners and other service providers as identified to ensure the delivery of the program.

Monitoring and supporting the use of grants management tools such as, BvAs, procurement planning, hire planning and activity plans amongst program teams to ensure accurate tracking of implementation and timely alerts to potential challenges/obstacles.

Grant's compliance

Ensuring compliance with all conditions of the donor contract.

Administering existing grants to meet the grant agreement conditions and expectations of external donors, institutional donors in particular.

Researching on institutional and funding agency's policies to ensure implementation and budgets are in compliance with the policies and regulations of the funding agencies.

Identifying risk and provide mitigation strategies for adhering to the donor's grant requirements, institutional donors in particular.

Supporting program teams to maintain a complete and orderly administrative record of all proposals, contracts, partnerships, grants and other pre-award and post-award instruments including fiscal and operations reports.

Training and Capacity strengthening

Conducting regular training sessions in respective Cluster offices on Budget Management and donor regulations to Program, Operations and Finance staff.

Qualifications:

A University Degree in Finance or a relevant field, or a combination of experience and education working in this sector.

At least 3 years' experience as a grants manager or senior Grants Management role in a multi donor program portfolio/organization

Prior experience with USAID funded programs preferred

Good knowledge of spreadsheet software (Excel) required.

Computer/word processing and standard office software skills.

Working knowledge of QuickBooks accounting software is preferred.

Good command of spoken and written English

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