

GRANTS COORDINATOR

<p>Organisation Summary</p>	<p>The Global Fund to End Modern Slavery (GFEMS) is a bold public-private partnership to develop a \$1.5 billion fund and execute a coherent, global strategy to eradicate modern slavery. GFEMS will make grants across sectors and geographies with a focus on three core funding themes -- rule of law, business engagement, and sustaining freedom -- and innovative approaches to evaluating what works in reducing the prevalence of modern slavery. Read more about the fund's strategy and early investment priorities at www.gfems.org.</p>
<p>Reports to</p>	<p>Director of Global Programs</p>
<p>Location</p>	<p>Washington, D.C. / Northern Virginia or major Asian metropolitan hub (TBC)</p>
<p>Start Date</p>	<p>May 2018</p>
<p>Position Summary</p>	<p>The Grants Coordinator will support the Director of Global Programs in executing high value-for-money grants within partner countries; and the Director of Research and Analytics in executing high-quality monitoring and evaluation of both the fund and its portfolio of grantees. All M&E work will be done in the context of GFEMS' prevalence-reduction return on investment strategy.</p> <p>At the fund-level, the Coordinator will play a role in the refinement and execution of GFEMS' own internal M&E framework and strategy, for fund-level analysis and reporting back to GFEMS' donors. At the grantee-level, the Manager will interact heavily with grant applicants and awardees along all aspects of the grantmaking lifecycle -- proposal solicitation, selection process, contracting, post-award management and monitoring, grant close-out. Given GFEMS' emphasis on robust program evaluation, the Coordinator will provide technical advisory and capacity building support to grantees, and ensure high-quality monitoring of project outputs and outcomes.</p>
<p>Primary Responsibilities</p>	<p>Fund-level:</p> <ul style="list-style-type: none"> ● Ensure timely and accurate reporting to GFEMS donors across all reporting categories (financial, performance, etc) ● Support work with new donors as directed (e.g. proposal related research and drafting) ● Work with GFEMS' PROI team to strategize and develop an execution plan, across fund portfolio ● Regularly aggregate, synthesize, and analyze performance indicators and lessons learned across fund portfolio; disseminate throughout team to help inform overall investment strategy ● Support development and use of grant management, M&E data and knowledge management systems to facilitate the above tasks. <p>Grantee-level:</p> <ul style="list-style-type: none"> ● Support development of calls for proposals ● Pre-award, evaluate M&E plans in grant applications; support due diligence

	<ul style="list-style-type: none"> ● Establish regular check-ins with grantees ● Ensure compliance with donor requirements ● Coordinate closely with grantees to ensure timely and accurate reporting ● Post-award, support grantees to develop necessary monitoring plans, tools, processes, and overall capabilities -- taking a portfolio-based approach to ensure that data collection efforts are harmonized and avoid redundancies ● Ensure grantees are made aware of latest fund-level learning that will might optimize impact of grantee work ● Design and execute spot-checks ● Flag issues and risks to senior management ● Support field-visit planning
Candidate qualifications	<ul style="list-style-type: none"> ● Minimum of 5 years work experience in relevant functions (project management, grant management, M&E) ● Bachelor's degree required; Master's degree in relevant field preferred -- or equivalent experience ● Familiarity with, and experience implementing or managing, DFID-funded programs given preference ● Experience developing high-quality M&E plans, including setting up successful data and reporting systems for monitoring program results ● Proven ability to manage and coordinate a portfolio of diverse grants ● Familiarity with anti-modern slavery landscape, including key actors, promising intervention models, prevalence measurement approaches, and overall sectoral trends and debates ● Proficiency analyzing and working with budgets ● Background in mixed methods approaches to data collection ● Direct experience with federal government funding preferred ● Excellent skills across general organization, all forms of communication, multi-tasking, and problem-solving ● Experience working with individuals from diverse professional backgrounds, levels of seniority, cultures, and values. ● Ability to build capacity of implementation partners to develop and execute on high-quality M&E plans desired
Application Instructions	<p>Email cover letter and resume in a single PDF to jobs@gfems.org. Please title document [firstname lastname] - Grants Coordinator and use subject line Grants Coordinator. Cover letters should be 1 page and address the following question: What anti-slavery intervention do you believe is best positioned to sustainably end the practice, and how would you validate this hypothesis? Note that applications will be reviewed on a rolling basis, so interested candidates are encouraged to apply ASAP.</p>