## Grants Manager

**Organisation Summary**

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 programmatic pillars -- rule of law, business engagement, and sustaining freedom -- and innovative approaches to evaluating what works in reducing the prevalence of modern slavery.

**Reports to**

Dual reporting line to Director of Global Programs and Director of Research and Analytics

**Location**

Combination of Washington, D.C. and TBD major metro area in Asia

**Start Date**

Early January 2018

**Position Summary**

The Grants Manager will serve between the Investment and Prevalence ROI teams in order to 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 and return on investment strategy.

At the fund-level, the Manager will play a significant 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 impact evaluation, the Manager will provide technical advisory and capacity building support to grantees, and ensure high-quality monitoring of project outputs and outcomes.

**Primary Responsibilities**

**Fund-level:**

- 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)
- Refine GFEMS M&E framework in the broader context of GFEMS’ PROI strategy and develop 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

**Grantee-level:**

- Support development of calls for proposals, especially around M&E

www.gfems.org
| Candidate qualifications | 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  
Direct experience developing high-quality M&E plans, including setting up successful data and reporting systems for monitoring program results  
Proven ability to build capacity of implementation partners to develop and execute high-quality M&E plans  
Proven ability to manage and coordinate a portfolio of diverse grants  
Strong knowledge of 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. |

| Application Instructions | Email cover letter and resume in a single PDF to jobs@gfems.org. Please title document [firstname lastname] - Grants Manager and use subject line Grants Manager. 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. |