



Job Title: Grants Manager
Reports to: Chief Executive Officer
Location: Remote

Job Brief:

The Grants Manager will lead, plan and execute the grantmaking process. This role will work with fellow staff such as the finance team, development team, and leadership team. Daily activities will include executing the grant strategy, managing deadlines, researching funding opportunities, tracking and managing documents and preparing TIP Global Health grant reports. The Grant portfolio includes institutional grants and government grants, and the Grants Manager must have expertise in both as well as knowledge of government contracting processes. The Grants Manager will be responsible for learning and optimizing the policies and procedures related to grant agreement generation and management and ensuring alignment to best practices in Grants Management. This role will require an adaptive and inquisitive mind and someone who is not afraid to analyze current processes and recommend improvements should opportunities arise. The ideal candidate will have strong attention to detail, strong problem-solving skills, and be very organized. S/he will have a spirit of giving and take a heart-centered approach to day to day operations, in support of our Mission and Vision. It is important that s/he is able to work independently and also take the initiative needed to coordinate and advance programmatic efforts.

About TIP Global Health:

TIP Global Health is a leading authority in developing lasting solutions on the frontlines of health. TIP's transformative approach to collaborating with frontline health workers, alignment of its work with government priorities, and rigorous data-gathering, enables the scale-up of highly-effective solutions to extend access to life-saving quality care.

A Successful Candidate Will Be:

Results Oriented

The Grants Manager is focused on achieving results with regards to their main areas of focus: researching new grant opportunities, submitting proposals, writing quarterly and annual reports, working with the team on adhering to the implementation schedule and gathering details about the impact and outcomes of various project activities. This results-oriented approach makes for a manager who is also motivated to identify any gaps or opportunities for improvement and bring these to the attention of leadership so that TIP Global Health can achieve intended results at the highest level.

Well Organized

The Grants Manager keeps their workspace (online with the team) organized and manages the various documents, calendars, spreadsheets and schedules in their appropriate place such that they can also be accessed by leadership and staff when needed. This person recognizes the importance of adhering to a rhythm and schedule for the timely execution of the grants cycle as outlined in the portfolio of agreements for the year/any given period.

Leader

The Grants Manager takes direction well and applies to their work, and is also someone who takes the initiative to create, update and share documents or ideas as it pertains to the role and any gaps that need to be filled. This person enjoys making strides in their work at a regular pace and keeping on task and ahead of schedule as able, given the nature of grants work that can pile up at various periods throughout the year.

Strong Communicator

The Grants Manager communicates clearly and effectively. This person keeps the team updated on relevant details at regular intervals, even before information is requested, recognizing the importance of regular updates on the progression of grant implementation and the grants administration cycle. The Grants Manager fully embraces the philosophy and approach of TIP Global Health.

Job Responsibilities Include:

- ❖ Manages grants strategy execution
- ❖ Manages grants calendar and grants deadlines
- ❖ Researches funding opportunities and conducts other related research as needed
- ❖ Drafts and finalizes grant proposals, working together with the team
- ❖ Tracks performance and manages documents
- ❖ Prepares TIP Global Health grant reports for funders including government entities
- ❖ Participates in regular Grants Management meetings
- ❖ Participates in meetings with staff and leadership
- ❖ Participates in grants management training as appropriate

Required Qualifications and Experience:

- ❖ Bachelor's degree in relevant field preferred.
- ❖ Must be able to read, write and speak the English language at a college level, perform mathematical calculations required for the position and learn to interpret and comprehend company policies and procedures.
- ❖ Three to five years of overall experience in institutional and government grants management or operations in a global health non-profit or philanthropic setting.
- ❖ Knowledge of government contracting processes
- ❖ Proficient collaborative, interpersonal, written and verbal communication skills.
- ❖ Ability to convey necessary information accurately, listen effectively, and ask questions when clarification is needed.
- ❖ Ability to complete projects accurately and within deadlines.
- ❖ Can effectively cope with change and work independently.

Qualified candidate interviews are scheduled to begin the week of January 23rd

To apply, please send CV and letter of interest to: wendy@tipglobalhealth.org.