

## Job Description For Ad Posting

Position Name	Grants Compliance and Donor Reporting Manager
Reports to	Sr. Director Finance and Admin
Location	Mumbai Office
Supervises	N/A

### About Habitat:

Driven by the vision that everyone needs a decent place to live, Habitat for Humanity began in 1976 as a grassroots effort. The housing organization has since grown to become a leading global nonprofit working in more than 70 countries. In India since 1983, Habitat for Humanity has supported more than 38 million people by helping them build or improve a place they can call home, build improved sanitation units and provide humanitarian aid and disaster resilient shelter solutions in the aftermath of natural disasters.

Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families achieve the strength, stability and self-reliance they need to build better lives for themselves. Through shelter, we empower.

To learn more, donate or volunteer, visit [www.habitatindia.org](http://www.habitatindia.org)

### Position Purpose:

The Grants Compliance and Donor Reporting Manager is responsible for leading the grant management and compliance requirements, grant financial reporting, grant audit and monitoring processes in Habitat for Humanity India to obtain reasonable assurance in compliance with donor requirements and applicable policies.

### Key Responsibilities:

#### Grants Compliance and Donor Reporting - 70%

- Participate in the grant management capacity assessment before proposal or applications submitted.
- Support and review proposal budgets and narratives.
- Review grant and subgrant agreements including financial budget, match and reporting requirements.
- Participate in partner/subgrantee due diligence, review, and selection.
- Track grant/donor fund utilization and provide recommendations to management including budget revisions and no cost extensions if needed.
- Review donor reports for grants with reporting requirements.
- Perform periodic offsite/on-site monitoring of grant implementation.
- Ensure that the project grants are executed in a timely manner and in accordance with the grant agreement.
- Monitor grant close out activities according to donor requirements and internal policies.
- Coordinate and support internal audit, external audit, and grant audit including implementation of grant-related audit recommendations.

### **Other awards management and compliance services - 30%**

- Collaborate with the related stakeholders in developing and implementing grant-related policies, procedures, processes, and guidelines including standard proposal and budget template, cost recovery and cost allocation process to ensure compliance on donor's requirements.
- Prepare and provide training and materials on grant management and compliance.
- Create, maintain and monitor grant tracking tool to ensure grant reporting compliance.

Other related duties as assigned by the supervisor.

### **Skills, Qualification, and Experience**

#### **Minimum:**

- Bachelor's Degree in Commerce or equivalent in professional experience and qualifications.
- 5 years' experience in Grant Management
- Experience with budget preparation and donor reporting

#### **Qualifications (Knowledge and Competencies):**

- Project management skills
- Proficiency in English language.
- Excellent verbal and written communication skills
- Strong organizational skills, great leadership qualities and exceptional budgeting and monitoring skills
- Strong administrative skills with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Proficiency in computer skills and Microsoft software tools like MS Word, Excel, PowerPoint, Sharepoint, etc.

#### **Preferred – in addition to minimum:**

- Knowledge of and experience handling funds from major donor agencies (ex. USAID, EU, DFID)
- Experience working with accounting software and reporting tools especially SunSystems

Interested candidates should submit their application to [recruitment@hfhindia.org](mailto:recruitment@hfhindia.org) with the subject line "APP: Grants Compliance and Donor Reporting Manager\_Last Name, First Name".