

## CI Mexico is searching for a: **Grants and Contracts Coordinator**

Conservation International (CI) has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous and more productive planet.

### **POSITION SUMMARY**

This position will provide full cycle grants and contracts support to staff and sub-recipients. The position will ensure that all financial and administrative aspects of grants and contracts management are performed efficiently and to a high standard of quality, from review of applicant budgets to quarterly financial closing, review of audits and in-depth financial site visit and desk reviews. This position will ensure that their portfolio of grants and contracts complies with institutional policies and any applicable donor requirements, with an emphasis on oversight of financial reporting, risk management and contractual compliance. Specifically this position is responsible for assessing and managing grantee risk and compliance, generating grant agreements, contracts and amendments, ensuring integrity of data in the grants and contracts database(s), analyzing data, reviewing grantee financial reports, trouble-shooting financial reporting errors, and processing disbursement requests. The position involves managing the communication flow with grantees, internal staff, and external program staff. Incumbent will work with the team on improvements to grants management systems and processes and on training of staff and grantees.

### **KEY RESPONSIBILITIES**

Coordinate grant-making and contracting by providing flexible, responsive, and informed support to program staff, field colleagues, grantees, and applicants. Review financial reports, provide feedback to grantees and identify areas for strengthening of financial management practices. Ensure grantee compliance with terms of grant agreements. Address and resolve issues of administrative, financial and contractual compliance with grantees. Ensure accurate and timely data entry and maintain awareness of user needs for the grant system, proposing fixes and improvements as appropriate. Participate in the development of new grant-making system and supporting template Assist in training of grants staff and grantees and build solution-oriented business partner relationship with staff from assigned programs. Assist in updating, and helping ensure staff adherence to, grant management policies and procedures.

### **REQUIRED QUALIFICATIONS**

- Minimum of a bachelor's degree, preferably in a finance-related field.
- 3-5 years of related work experience, preferably in grants or finance.
- Proficiency in written and oral Spanish and English.
- Advanced Excel skills
- Strong oral and written communication skills.
- Strong organizational skills.
- Strong attention to detail.
- Evidence of initiative, self-direction, and independent problem-solving.
- Ability to work independently and as part of a team.
- Language requirements: English advanced.
- Some knowledge of environment and international affairs.
- Advanced knowledge of finance and contracts.

### **OTHER**

- Deadline for applying: **March 20, 2020**
- Submit your CV and letter of interest in English, to [xduran@conservation.org](mailto:xduran@conservation.org)
- Please enter "CI MEXICO GRANTS COORDINATOR" as the "Subject" of your email