A global leader in helping to solve the world’s most intractable environmental challenges, Verra seeks a Grants Manager to join its growing administrative team. The ideal candidate will have a demonstrated record of success in managing the life-cycle of grants from proposal development through close-out. She or he will be meticulous and analytical, have strong written and verbal communication skills, and an ability to work in a self-directed manner.

About Verra

Verra supports climate action and sustainable development through the development and management of standards, tools and programs that credibly, transparently and robustly assess environmental and social impacts, and drive funding for sustaining and scaling up these benefits. As a mission-driven, non-profit (NGO) organization, Verra works in any arena where we see a need for clear standards, a role for market-driven mechanisms and an opportunity to achieve environmental and social good.

Verra currently manages a number of global standards frameworks designed to drive finance towards activities that mitigate climate change and promote sustainable development. These include the Verified Carbon Standard (VCS) Program and its Jurisdictional and Nested REDD+ framework (JNR), the Verra California Offset Project Registry (OPR), the Climate, Community & Biodiversity (CCB) Standards, and the Sustainable Development Verified Impact Standard (SD VISta). Verra is currently developing a standard under the 3R (Reduce, Recover and Recycle) Initiative to increase the value of waste plastic and promote its recovery and recycling, and is working on the development of LandScale, an effort to drive sustainability across productive landscapes.

Job Responsibilities

Verra’s administrative team oversees compliance with the financial components of a growing portfolio of grants and contracts related to the development and expansion of our standards (currently, we manage a portfolio of three to five grants on an ongoing basis). The Grants Manager will be responsible for creating a system for financial oversight of the Verra grant at each stage of the grant life cycle. Among other activities, he or she will:
• Provide proposal development support to program teams as needed, including but not limited to budget reviews, preparing cost forms and ensuring proposal compliance with solicitation requirements.

• Serve as a technical resource to project teams in interpreting donor rules and regulations and act as primary point of contact for contractual issues.

• Prepare interim and final financial reports to donors including coordinating data collection from subgrantees.

• Coordinate the financial aspects of subgrants and subcontracts:
  
  o Upon receipt of new awards, prepare subgrant agreements and/or subcontracts along with financial reporting guidelines and templates for subgrantees and subcontractors which include the donor’s applicable terms and conditions.
  
  o Serve as the subgrant management liaison between accounting and program staff to coordinate communications with subgrantees and subcontractors.
  
  o Ensure subgrantee compliance with the terms of grant agreements, including by reviewing subgrantee financial reports and liaising with subgrantees to rectify reporting errors and by managing subgrantee and grant subcontractor deliverables and payments.

• Manage the solicitation and process of donor-required audits.

• Assist program teams with developing and managing multi-year grant budgets.

• Work with the accounting and program teams to identify and implement improvements to the grants management system and processes.

**Required Qualifications**

We are seeking solutions-oriented candidates who are deeply experienced in grant management for sustainable development, excel in relationship-building and can help advance Verra’s mission. The following qualifications are required:

• Very strong communication skills. At its core, this position is about ensuring a diverse set of stakeholders are aligned to achieve common objectives and activities;

• 3+ years of work experience in developing and administering grants including experience managing grants from government agencies (e.g., USAID, DFID, Norad, BMU/IKI), and/or corporate and philanthropic foundations;
• Accounting experience;

• Software and collaboration tool experience: advanced Excel skills, expertise with QuickBooks, Microsoft, Solomon or other financial accounting software; familiarity with Dropbox, Google Drive, Skype and/or other collaboration tools; the ability to learn new software and technologies quickly;

• Ability to work both independently and collaboratively on assignments;

• Strong project and time management, organizational, attention to detail and interpersonal skills;

• Excellent writing skills and professional proficiency in English; and

• U.S. citizenship or a Green Card.

Preferred Qualifications

• Experience with process automation;

• Professional proficiency in written and oral Spanish, French, or Portuguese; and

• Experience working in environmental, sustainable development and/or international development organizations, or a university.

Compensation

Compensation depends on experience and is highly competitive. Verra has established pay bands that are based on market data for comparable positions for each of its jobs. These bands express a salary range and provide a reference point for offers to new hires, raises within a job, and for promotions from one job to another. For this position, the salary range is $63,000 USD - $73,000 USD.

Verra offers a very attractive benefits package, including 22-30 days of paid time off plus holidays, retirement contributions, access to flexible savings accounts, and a choice of top-tier health plans.

How to Apply

To apply, please send us the following:

• Cover letter (not to exceed one page)

• Resume/CV (not to exceed two pages)
All applications should be submitted to Sara Mickens at opportunities@verra.org and will be considered on a rolling basis.

Verra provides equal opportunity for all job applicants and employees and is committed to providing a work environment free of discrimination. We conduct our recruitment and hiring without regard to race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.