

JOB ANNOUNCEMENT



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Washington, DC 20005
www.verra.org

Job Title: Grants Manager
Location: Washington, DC
Start Date: Immediately
Reports to: Chief Operating & Financial Officer

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, including the Verified Carbon Standard (VCS) Program and its Jurisdictional and Nested REDD+ framework (JNR), the Verra California Offset Project Registry (OPR), and the Climate, Community & Biodiversity (CCB) Standards. Verra is also developing new standards frameworks, including the Sustainable Development Verified Impact Standard (SD VISTa) to enable project developers to demonstrate the sustainable development benefits of their projects, and the Landscape Standard to promote and measure sustainability outcomes across landscapes. Finally, Verra is one of the implementing partners of the Initiative for Climate Action Transparency (ICAT), which helps countries assess the impacts of their climate actions and supports greater transparency, effectiveness, trust and ambition in climate policies worldwide.

Job Responsibilities

Verra is expanding its administrative team to oversee compliance with a growing portfolio of grants and contracts. The Grants Manager will be responsible for financial management of the Verra grants portfolio through each stage of the grant life cycle. 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.
- 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.
- Serve as a technical resource to project teams in interpreting donor rules and regulations and act as primary point of contact for contractual issues.
- Review subgrantee financial reports and liaise with subgrantees to rectify reporting errors.
- Ensure subgrantee compliance with the terms of grant agreements.
- Manage subgrantee and grant subcontractor payments and deliverables.
- Prepare interim and final financial reports to donors including coordinating data collection from subgrantees.
- Serve as the subgrant management liaison between accounting and program staff to coordinate communications with subgrantees and subcontractors.
- Assist program teams with developing and managing multi-year grant budgets.
- Manage the solicitation and process of donor required audits.
- Work with the accounting and program teams to identify and implement improvements to the grants management system and processes.

Required Qualifications

We are seeking candidates who are experienced in **grant management**, excel in **relationship-building** and have good **communications** skills. The following qualifications are required:

- 2-4 years of work experience in administering grants including experience managing grants from government agencies (e.g., US AID, DFID, Norad, BMU/IKI), and/or corporate and philanthropic foundations;
- A university degree, preferably in a development or finance-related field;
- Advanced Excel skills;
- Expertise with QuickBooks, Microsoft, Solomon or other financial accounting software;



- Ability to work both independently and collaboratively on assignments;
- Strong time management, organizational, attention to detail and interpersonal skills;
- Ability to learn new software and technologies quickly;
- Excellent communications (written and verbal) skills with a professional proficiency in English; and
- U.S. citizenship or a Green Card.

Preferred Qualifications:

- Accounting experience
- 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.

How to Apply

Compensation depends on experience and is highly competitive. 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. 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 Rachel Wallach at employment@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.

