MenEngage Global Alliance is looking for a **International Sub-Grants & Operations Officer**

**Overview**

MenEngage Global Alliance seeks a full-time **International Sub-Grants & Operations Officer** to work in its Washington DC office. The person will be responsible for oversight of sub-grants and compliance with grants management and financial standards, including capacity development of members and partners.

**About MenEngage Alliance**

MenEngage Alliance is an international civil society network working to transform unequal power-relations and dismantle patriarchy through transforming masculinities and engaging men and boys to advance women’s rights and gender justice for all. The Alliance consists of more than 700-member organizations across 70 countries, working together through country and regional networks. The Alliance plays a pivotal role in shaping the international agenda on work with men and boys from a feminist perspective, particularly in the areas of gender-based violence prevention, advancing sexual and reproductive health and rights (SRHR) for all, redistributing unpaid care-work, and advancing peace and security. The Global Secretariat, MenEngage Alliance [*MenEngage Global Alliance*] runs the daily operations of the Alliance.

**About the position**

Reporting to the Director, the International Sub-Grants & Operations Officer will serve as a liaison between program and financial staff, and between Global Secretariat and regional network leadership teams in all matters related to sub-grants awards. This also includes day-to-day oversight of sub-grants, assisting regional networks, partners and Global Secretariat staff in developing, approving and tracking sub-grants, and assessing sub-grant recipients capacity to receive and account for sub-grants. They will be responsible for ensuring compliance with MenEngage Global Alliance’s and donors’ regulations and sub-grants, including setting up relevant tools for MenEngage Alliance.

**Roles and responsibilities of the position holder**

- Create and maintain budgets and budget narrative templates for proposals, grants, contracts, and amendments, both donor specific and for internal control purposes
- Lead in implementing and improving processes used to administer grants and contracts, including financial compliance and ongoing monitoring of sub grantees and sub-contractors
- Act as liaison between the program, fundraising and financial teams to ensure continuity, accuracy, and adherence to key processes related to grant management, systems used and reporting.
- Conduct the pre-award due diligence assessment of current and potential partners and analyze organizational capacity to manage sub-grant funding and project implementation for sub grantees and work with relevant staff in strengthening capacity
- Develop sub-contract agreements and implement modifications as needed, working with and gathering input from team members of MenEngage Global Alliance, and coordinating in-house legal review for grants and contract agreements, as needed
• Work to insure all sub grant agreement templates, contracts and letters of commitment are up to date, and meet the international accounting standards with respect to MenEngage Global Alliance and donor compliance requirements
• Develop guidance documents and act as a resource for all compliance-related issues pertaining to sub-grants
• Review and recommend revisions to update and develop, as needed, all internal policy handbooks, and standard operating procedures related to grant/contract management and reporting
• Track active sub grants and ensure that financial and programmatic reporting is on track according to approved timelines
• Communicate with regional network secretariats and relevant team members on all reporting and compliance matters
• Coordinate with the organization’s Operations and Finance assistant, accounting firm and Director to ensure timely internal review, monitoring and clearance of all financial documentation and reporting associated with sub-grants.
• Work with regional and international partners and consultants on sub-grant and sub-contract close out, e.g. documentation, audit, etc.
• Perform other duties as determined by the Director of MenEngage Global Alliance and other team members
• Provide support during the organization’s annual external audits.

Qualifications

Required Qualifications
a) Undergraduate degree in business, finance or accounting
b) 2-3 years of experience in non-profit accounting and/or office management, with a strong focus on sub-grants administration and management internationally
c) Demonstrated knowledge of grant and contract compliance, and strengthening non-profit internal control systems on financial reporting and management
d) Strong interpersonal skills, and ability to work well with a wide variety of people across various regions
e) Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook) and internet-based tools
f) Experience with Accounting Software (QuickBooks, Bill.com)
g) Excellent English writing and speaking skills
h) Demonstrated ability to achieve set goals and meet deadlines in a fast-paced environment
i) Belief in women’s rights and gender justice for all

Desirable Qualifications
a) Interest in long-term professional development in one organization
b) IT troubleshooting skills
c) Second language skills – Spanish, Portuguese or French
d) Knowledge of project tracking software

The position is based in the office of MenEngage Global Alliance, located at WeWork Dupont Circle, in Washington, D.C. 20009, USA. We are a small team, working partially remotely, with flexibility in work hours. We are looking for someone who can make a long-term commitment to the organization with room for growth.

Applications

Please submit a motivation letter, resume and the names and contact information of three references to
info@menengage.org with the subject “Application for International Sub-Grants & Operations Officer position” as soon as possible.

Applications will be reviewed on a rolling basis; only applicants selected for interviews will be contacted.

MenEngage Global Alliance is an equal opportunity employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.

For more information about MenEngage see www.menengage.org