

## POSITION DESCRIPTION

Title: Project Manager, Grants  
Category: Exempt  
Reports to: Grants Manager  
Location: Kansas City, MO  
Effective: October 2016

### Introduction

663 million people – about one in ten – lack access to safe water. 2.4 billion people don't have access to a toilet. We are working every day to change this. We are Water.org. We're here to bring water and sanitation to the world. We want to make it safe, accessible and cost-effective because we believe that water is the way to empowering a better life that we can all share in, worldwide. We are an international nonprofit organization based in Kansas City, Missouri that has positively transformed millions of lives around the world through access to safe water and sanitation. Founded by Gary White and Matt Damon, we have been pioneering innovative, sustainable solutions to the global water crisis for more than 25 years, giving women hope, children health and communities a future. Visit us to find out more at <http://water.org/>.

### Summary

The Project Manager, Grants is responsible for performing critical project management for a portfolio of grants to ensure gold star grant and donor stewardship, and also contributes significantly to securing revenue to support Water.org's mission by leading internal coordination for donor proposals. The Project Manager, Grants produces high quality donor proposals and reports, working closely with team members across the organization, to compose persuasive, accurate, and compelling materials.

### Key Responsibilities

#### *Strategic Donor Deliverables 75-90%*

- Lead and maintain oversight of the development of concept notes, proposals, donor reports, pitch decks, and any donor requests or necessary materials within your portfolio or for new donor prospects.
- Coordinate the internal workflow with multiple teams throughout the organization to develop donor materials and communications.
- Work closely with program teams and Finance team members to generate proposal budgets, financial reports, and budget reallocation requests.
- Assemble and synthesize key programmatic information related to donor deliverables.
- Identify program challenges that necessitate donor notification and/or internal escalation to senior level staff, working closely with program staff to develop appropriate language and materials to communicate such challenges.

#### *Process Development and Support 10-25%*

- Lead the development of 1-2 process improvements per fiscal year that are complementary to the Grants Management's process improvement plan. These improvements will support the overall development and efficiency of the Grants Management team within Water.org's internal workflow.
- Monitor processes and tools that are currently used to manage the grant life cycle and offer improvements when necessary.

- Facilitate and support cross-functional understanding and use of grants management processes and tools.

#### *Other Support*

- Support development of new program and cross-departmental initiatives.
- Support activities and planning related to the strategic direction of Water.org.
- Other duties as assigned or required.

#### **Scope Data**

- This is an individual contributor position. There is no supervisory responsibility.
- Manages multiple grants simultaneously with a focus on large, complex strategic grants.

#### **Skills and Competencies**

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when tackling problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** – Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** – Demonstrates fiscally responsible decision making as applicable to one's role.

#### **Qualifications**

- Bachelor's degree required, Master's degree preferred
- Minimum two years of relevant work experience
- In-depth and sophisticated understanding of grant management including: principles of grant development and administration; principles of grant accounting and reporting; and organization and management of records
- Documented success in grant writing and management with a nonprofit, or serving in a critical role to support grant writing activities
- Strong understanding of the international development and microfinance space
- Experience with government grant initiatives a plus
- Knowledge of the water and sanitation sector a plus
- International business or philanthropic experience a plus

#### **Travel Requirement**

- May require 5% infrequent, domestic or international travel

**Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

**Application Information**

Please apply at <http://water.org/about/careers/>

*Water.org is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*