

## GRANTS MANAGER (GM)

The Ford Foundation, a private philanthropic institution, seeks a high-level professional for the GM position, based in Mexico City, Mexico, reporting to the Representatives in Mexico City and Bogota, Colombia.

The GM is responsible for providing grant administration support to the Representatives and Program Officers including: grant approval process review and facilitation, grant and contract management, and budget management. The GM is responsible for the review of grant recommendations and supporting documentation for adequacy and accuracy; monitoring grant projections and approvals; monitoring and tracking grantee payments and reporting through close-out; and maintaining the virtual grant file. She/he provides orientation to program staff, administrative assistants and grantees on grant administration-related procedures. Serving as liaison to New York, she/he ensures grants administration consistency and ensures accountability for the integrity of grant administration procedures. The GM is a key member of the office's senior management team.

The GM must understand the goals and objectives of foundation programming while carrying out a wide range of activities related to ensuring that grant funds are used in support of agreed activities and for qualified tax exempt purposes. The GM serves as the central point of contact and source of information regarding grants administration. She/he must work effectively with program and other foundation staff and grantees and should be able to meet tight deadlines and manage a high volume of work.

### Required Qualifications:

- \*Minimum of 3-5 years experience in a similar position
- \*Excellent communication and interpersonal skills and organizational capabilities
- \*Ability to work independently and proactively and be a resource to colleagues
- \*Ability to multitask, meet deadlines and work in a high pressure environment
- \*Ability to work effectively with program and other foundation staff and grantees (both in the U.S. and overseas), exercising discretion, good judgment and teamwork
- \*Willingness to handle and solve complex, heavy and detailed-oriented workload and assigned special projects
- \*Strong analytical and problem-solving abilities
- \*Strong Microsoft Excel and Word skills and ability to adapt to new computerized applications and changes in technology management
- \*Excellent writing, spelling, grammar and mathematical skills
- \*Must exhibit proficiency in Spanish and English, both orally and in writing
- \*Understanding of and sensitivity to diverse cultural norms and practices
- \*Strong accounting/bookkeeping skills
- \*BA/BS or combination of equivalent experience and education

### Preferred Qualifications:

- \*Knowledge of policies and procedures relating to grants administration
- \*Experience in grants administration
- \*Familiarity with grants management systems

*Salary is based on experience and the foundation's commitment to internal equity.*

To apply for this position, please send full application materials (consisting of substantive cover letter, c.v.) to Marisol Tourné at [f.h@fordfoundation.org](mailto:f.h@fordfoundation.org)

*The Ford Foundation is an Equal Employment Opportunity employer*