



## JOB DESCRIPTION

### Program Manager, Grants Management

Children's HeartLink is a nonprofit humanitarian organization based in Minneapolis. To save the lives of children with heart disease, we partner with organizations to train medical teams, provide education, and transform health care in underserved parts of the world. One in 100 children are born with a heart defect, and 90 percent of these children live where there is inadequate medical care. We currently support partner hospitals and programs in Brazil, China, India, Malaysia, and Vietnam.

Children's HeartLink core values:

- We care about and advocate for children with heart disease, their families, caregivers, and communities.
- We are resourceful and creative, continuously learning, and improving.
- We hold ourselves to the highest standards of quality in our work and integrity in our actions.
- We are one team, collaborating to use combined skills and strengths to share ideas and solve problems.

#### I. Objective

The Program Manager, Grants Management plays a pivotal role both in the organization and the International Programs Department in supporting our growth and innovation efforts. The Program Manager, Grants Management works closely with both program and finance staff to ensure organizational effectiveness regarding budget and work plan development, programmatic and financial reporting, project management of grant activities, and compliance with donor/funder requirements. This position directly contributes to the overall goals and objectives of the International Programs Department by collaborating with the team to develop improved systems, communication, and project management. This position will interface with other teams including finance/operations, advocacy, development, and communications.

#### II. Supervision

The Program Manager, Grants Management will report directly to the Vice President of Programs. This position has no supervisory responsibilities.

#### III. Responsibilities

- A. Ensure that the program team's various goals and milestones are achieved by:
  - Participating in pre-grant assessment of organizational capacity to manage funding and project implementation.
  - Collaborating with the team to launch grants and/or projects.
  - Developing and/or implementing necessary tracking tools and documents for individual and team to foster project flow, efficiency, and execution.
  - Leading and managing specific projects and grant deliverables as needed.
  - Monitoring progress of all grant projects to ensure grant milestones are met.
- B. Budget management, in collaboration with programs and finance teams, including but not limited to:
  - Collaborating to prepare annual and project-based budgets.
  - Analyzing department, grant and/or project budgets frequently, tracking expenses against budgets, reconciling project budgets with finance reporting and budget forecasting.
  - Preparing high quality, complex grant proposal budgets and financial reports.
  - Identifying and communicating important budget issues and proposing solutions.
  - Assisting the finance team in all relevant audit materials.
  - Collaborating with programs and finance teams to track and report donated time.
  - Ensuring efficient and accurate processing of expense reports, reimbursements, and invoices, set up of new vendors and execution of contracts for consultants.

- C. Developing system to standardize budgets, work plans, milestones and program and finance reports; track programmatic and financial reporting and ensure timely receipt.
- D. Monitoring compliance with grantor requirements.
- E. Collaborating with grant writer as well as programs, finance, and/or development teams to ensure coordinated efforts on grant submissions and reporting for all stakeholders.
- F. Collaborating with programs team to develop consultant contract deliverables, identify consultants, and track programs toward meeting those deliverables. Act as a liaison within the team and with consultants, as needed.
- G. Drafting sub-grant and/or Memorandum of Understanding (MOUs) and all sub-grant agreement modifications in consultation with Vice President of Programs & Evaluation, Country Directors, and finance department staff.
- H. Consulting on research and evaluation design and execution, as needed.
- I. Managing information flow to ensure donor database and financial management systems are current.
- J. Execute other duties as assigned.

#### **IV. General Office Responsibilities**

- A. Attend and participate in staff meetings, retreats, and special sessions.
- B. Attend Children's HeartLink events.
- C. Participate in yearly performance reviews.

#### **V. Required Experience and Skills**

- A. Bachelor's degree in a related field.
- B. At least five years of project management/grants management; Project Management or related certification a plus.
- C. Demonstrated experience with budgeting, accounting and/or bookkeeping. Familiarity with non-profit budgeting a plus.
- D. Excellent computer skills including the Microsoft Office Suite, donor management systems, and financial management systems. Experience with Intacct or similar accounting software a plus.
- E. Great team player with proven ability to work with a wide range of cultural backgrounds and across multiple time zones.
- F. Excellent skills in problem-solving, interpersonal communication, writing/editing, planning, organization, time management, multi-tasking, productivity, and efficiency.
- G. Ability to work independently and as part of a team in support of positive work culture.
- H. International non-profit global health or development experience
- I. Ability to deal with ambiguity and changing priorities.

#### **VI. Additional Information**

- A. Salary is competitive. This position is full-time and offers a competitive benefits package including health, dental, disability, and 403(b) with match.
- B. Physical demands are the ability to sit for extended periods of time with the use of computer, keyboard, and mouse. The job may include the ability to lift, move, or retrieve objects up to 30 pounds and bend, stoop, crouch, and reach to perform work functions.

#### **VII. How to Apply**

Qualified candidates should submit the following items to Ann Odens, Operations Manager, at [ann@childrensheartlink.org](mailto:ann@childrensheartlink.org):

- 1) cover letter, including salary requirement
- 2) resume
- 3) contact information for three references

Thank you for your interest in Children's HeartLink.