

VERITÉ

Fair Labor. Worldwide.

Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private- and public-sector clients by building their understanding of labor rights problems in global supply chains and developing their abilities to solve those problems.

Title	Grants Director
Location	Verité is located in Amherst, Massachusetts, USA. Remote applicants are welcome, but preference will be given to applicants based in a time zone within two hours of Eastern time.
Role	The Grants Director will oversee the financial and administrative aspects of all grant-funded programs and provide leadership necessary to ensure compliant, effective, and strategic grants management across the organization. In addition, the Grants Director will be directly involved in financial and compliance management of their own portfolio of projects.

Responsibilities

	Leads the development and maintenance of internal policies and procedures related to managing grant funding.
	Provides guidance to other grants and finance staff on internal and external policies, regulations, and procedures.
	Drafts, reviews, and revises budgets and budget narratives for grant proposals and works with project directors and partners to develop and review sub-award proposal budgets and budget narratives.
	Ensures project compliance with government regulations, funder requirements, and Verité policies and procedures throughout the full grant lifecycle (proposal, implementation, and closeout).
	Educates staff and project partners about relevant funder guidelines and Verité procedures; provides expertise and guidance on the interpretation and application of federal regulations and other applicable laws, statutes, and policies governing grant funding.
	Monitors project expenditures against budgeted line items and flags areas of concern to discuss with program staff; revises project budgets as needed to reflect actual expenditures and changes in project activities or scope.
	Develops and circulates reporting tools and ensures timely submission of all financial reports.
	Drafts, implements, and monitors agreements with all sub-awardees and contractors.
	Assists in the organization and maintenance of accurate project financial and contracting records.
	Keeps apprised of project activities, identifies challenges related to funding or compliance, and recommends corrective actions in order to ensure financial hygiene of all projects.
	Serves as the primary liaison with funders on all matters related to administrative, financial, and compliance issues for projects in their portfolio.
	Maintains positive working relationships with all project partners and funders and monitors for challenges.
	Assists with organizational audits and financial reviews.
	Oversees the professional development and performance of any direct reports.
	Performs other related duties as may be required or assigned by the CFO or other senior staff.

Required qualifications	
	Minimum of 5-7 years of experience in grants administration, including managing federal foreign assistance funding.
	Fluency in English, including clear and concise writing in English.
	Competency in written and spoken Spanish desirable.
	Demonstrated knowledge of federal compliance regulations (particularly 2 CFR Part 200); and generally accepted accounting, fiscal, and reporting principles.
	Strong communication skills with the ability to modify delivery, language, or content to account for the characteristics and needs of the audience.
	Ability to remain flexible to meet constantly changing and sometimes challenging demands.
	Ability to process, organize, and analyze large amounts of information accurately and quickly.
	Meticulous attention to detail.
	Comfort working both independently and on a fast-paced team with shifting priorities.
	Strong knowledge of Microsoft Office Suite and advanced Excel skills.
	Legally authorized to work in the U.S. for an unlimited period.
Qualifications for all Verité positions	
	Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.
	Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries. *
	Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission around the world.
	Maintains personal reliability and commitment to organizational success.
	Maintains confidentiality in communications as appropriate.
Salary	\$70,000 - \$90,000 annually commensurate with qualifications and experience.
To apply	Please submit a resume and a brief cover letter through the Verité application portal at www.verite.org/careers . No telephone or email inquiries will be accepted for this position.

*These include, but are not limited to gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, LGBTQ+ people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.