



## **Position: Grants and Contracts Coordinator, GHGMI**

The Greenhouse Gas Management Institute (GHGMI) is seeking a motivated self-starter to coordinate the grant and contract activities for a growing nonprofit with a mission to meet the challenge of climate change and the greenhouse gas emissions that cause it. Responsibilities include contract management and grant compliance, project management assistance, and proposal writing and research. The Grants and Contracts Coordinator will gain expertise and exposure to grants and contracts from prominent international government and nongovernment organizations, companies, and nonprofit organizations in the climate change sector. This full-time position will report to the Director of Finance & Operations and work closely with program and project directors. This is a U.S.-based, remote position.

### **ABOUT GHGMI**

GHGMI is building a global community of experts across more than 187 countries with the highest standards of professional practice in measuring, accounting, auditing, and managing greenhouse gas emissions. We do this through projects and programs that provide training and build the capacity of professional greenhouse gas managers within governments and other institutions around the world. These professionals ensure that market mechanisms, national targets, policy responses, and infrastructure investments to address climate change are truly effective and credible.

### **THE POSITION**

The Grants and Contract Coordinator is ultimately responsible for organizing grant and contract activities across the organization. Responsibilities include:

#### *Grant Compliance and Tracking*

- Ensure grants and contracts are implemented according to the operational, financial, reporting, and monitoring & evaluation needs of the organization
- Establish, maintain, and close project-specific tools, including:
  - Project tracking
  - Project schedules and calendars
  - Project files
  - Communication tools
- Design and run regular reports to support project implementation including timesheets, expense reports, and budget status reports
- Proactively identify and develop strategies to optimize the grants administration process
- Review and analyze sub-recipient's financial reports to ensure compliance with reporting requirements including project partner co-financing

#### *Contract Management*

- Write and evaluate contracts and supporting the Director of Finance & Operations in negotiating and executing contracts
- Manage relationships with grant and contract funders
- Maintain correspondence and documentation related to contracts
- Monitor contracts and closing-out, extending, or renewing of contracts
- Problem-solve contract-related issues

#### *Project and Organizational Support*

- Provide project management & implementation support to project leads
- Provide support to proposal leads through grant research, writing and collecting required documentation
- Support the Director of Finance & Operations during financial audits for funded projects
- Other grant related duties, as assigned

### **ESSENTIAL ABILITIES**

The ideal candidate is extremely organized, personable, engaged, a self-starter and has the ability to prioritize a diverse workload. Desired skills and abilities include:

- Must be able to handle a wide work variety and work in a fast-paced environment
- Strong knowledge of grant processes and practices
- 3-5 years of experience coordinating administrative projects
- Strong process improvement and problem-solving skills
- Experience with basic financial management processes including developing and monitoring budgets and financial reporting
- Excellent communication (verbal and written) and interpersonal skills
- Effective relationship building capability to maintain good connections with staff, management, associates, and funders
- Advanced spreadsheet skills
- Ability to work remotely with limited supervision

A passion for climate change and cross-cultural experience are also a plus.

### **CULTURE**

GHGMI is by design a remote, work-from-home organization (including during non-pandemic times). Our colleagues are based mostly in the United States. You will have the chance to learn from leading experts in the field, gain experience in large, internationally funded grants and contracts. We provide competitive compensation and a generous paid time off policy.

### **HOW TO APPLY**

Send a cover letter detailing why you want this position and a bullet by bullet response (table preferred) to each of the listed responsibilities and abilities, along with a resume highlighting your experience to [admin@ghginstitute.org](mailto:admin@ghginstitute.org).

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*GHGMI is an equal opportunity employer and is committed to fostering a work environment free of unlawful discrimination. We conduct our recruitment and hiring without discriminating on the basis of race, color, religion, gender identity, sex, sexual orientation, national origin, age, marital status, pregnancy, physical or mental disability, genetics, veteran status, or any other characteristic protected by applicable federal, state, and local law.*

*GHGMI is committed to building an inclusive organization. Through our work we are committed to building a climate profession that is representative of global populations. We expect staff to support our diversity commitment and to engage in anti-racism training and internal conversations to improve the organizational work environment and our delivery of work product.*