



the Jane Goodall Institute

Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

Position Title: Grant Manager
Department: Finance
Reports To: Senior Controller
Location: Vienna, VA (USA Headquarters – Washington, DC metro area)

Position Summary

The Grants Manager is a critical role in the finance department of the Jane Goodall Institute. Under the supervision of the Senior Controller, the Grants Manager is the primary point of contact and is directly responsible for the administration of all aspects of government, foundation and other publicly funded awards, including review of proposals and preparation of budgets, set-up in central finance systems, preparation and submission of all invoices and financial reports to agencies, maintenance of master agreement files, and leading the award closeout process. This individual works closely with project managers and the senior controller to ensure that the terms and conditions of agreements are met and properly documented and communicates directly with agency contracting officers to clarify or negotiate financial and administrative requirements. The Grants Manager is also directly responsible for the administrative aspects of sub-awards to grantee organizations, including assistance with due diligence activities, preparation and revision of agreements, review of invoices and financial reports, and maintenance of grant files. The candidate will have robust collaboration and problem-solving skills.

About JGI

Founded in 1977, the Jane Goodall Institute (JGI) USA is an international non-governmental organization that continues Dr. Goodall's pioneering work on chimpanzee ecology and behavior. Its mission is to promote wildlife conservation, in particular chimpanzee sustainability, through community based conservation, research, and public awareness. The breadth of JGI's mission reflects Dr. Goodall's personal philosophy that the survival of all species, whether chimpanzee or human, depends upon the collaboration of all people.

In 2012, JGI formally adopted an ambitious 30-year goal to protect Africa's wild chimpanzee populations across the range of their natural habitats. In reaching this goal, JGI will capitalize on its considerable strengths and experience gained from working throughout the chimpanzee range, which includes more than 50 years of chimpanzee behavioral research; nearly three decades of developing people and community-centered conservation strategies; expertise in geospatial technology to innovatively map and monitor human and chimpanzee use of forest resources; and its global environmental and humanitarian youth program – Roots & Shoots. Under its Department of Africa Programs (AP) and its 10 Year AP Strategy, JGI USA implements community-based



conservation activities through field offices in the Democratic Republic of Congo, Republic of Congo, Tanzania, and Uganda. Under the 10 Year Strategy, it will expand its reach to directly support conservation programs in Gabon, Guinea, Burundi, Cameroon, Liberia, and Senegal. Our Africa Programs partners include but are not limited to the United States Agency for International Development (USAID), Disney Foundation, Arcus Family Foundation, US Fish and Wildlife Services (USFWS), the Turner Foundation, the JP Fletcher Foundation, and a strong individual donor base.

Primary Responsibilities

- Utilize extensive knowledge of U.S. Federal Regulations, especially Uniform Guidance, and private donor requirements to ensure grants are compliant with donor terms and conditions.
- Ensure JGI implements best practices across pre-award and post award functions.
- Oversee financial reporting on a monthly basis on all federal and private awards.
- Write, implement, and/or maintain institution-wide policies and procedures, mainly grants related. Develop internal guidance, checklists, and templates as needed.
- Provide specific project budget guidance on overhead cost recovery and allocation of staff salaries in line with available level of effort.
- Ensure HQ and departmental program staff are updated on new guidance, best practices and are implementing standard processes across the organization.
- Support grants management training on specific areas of the Uniform Guidance, agency/donor specific regulations, processes and procedures, and budget development.
- Assist in transition from decentralized structure into a consolidated function that supports standardization. Clarify roles and recommend and support change, where necessary, of roles and responsibilities between HQ and country programs.
- Assist the Senior Controller with the required schedules and overall organization of the Single Audit.
- Must be familiar with the different US government payment and reporting systems

Qualifications

- Bachelor degree
- Minimum of 4 years related non-profit grants experience, including proposal budget development, writing and post-award management
- Experience and training with applicable U.S. Federal government circulars (OMB Circulars A-110, A-122 and A-133), state and local regulations, and standard contract clauses.
- Extensive knowledge of the Uniform Guidance
- Ability to effectively communicate at all levels and with multiple constituents
- Independent thinker with strong customer service orientation and collaborative work style
- Attention to detail
- Ability to understand, interpret, and communicate policies and procedures.
- Excellent organizational skills



the Jane Goodall Institute

- A passion for transformative change
- Ability to build collaborative relationships and effective work-groups
- High ethical standards
- Advanced Excel skills a must
- Ability and willingness to travel to the field (Africa) (10%)
- Intermediate to advanced French speaking skills a plus.

Work Environment

The office is located in Vienna, Virginia. The successful applicant will be in frequent communication with project teams in East and Central Africa.

Non-Discriminatory Policy

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

Application Instructions

Please submit your resume, cover letter specially relating your experience to this position and also include a sample budget and budget narrative you have development for a government grant. And email to jobs@janegoodall.org ensuring you have 'Grants Manager Position' as the subject of your email. All resumes, cover letters and budget samples must be submitted no later April 28th by 5:00pm EST.