

The Human Trafficking Institute

Director of Grants & Partnerships Job Description | September 2020

Institute's Mission

The Human Trafficking Institute exists to decimate modern slavery at its source by empowering police and prosecutors to stop traffickers. Working inside criminal justice systems, the Institute provides the embedded experts, world-class training, investigative resources, and evidence-based research necessary to free victims.

Job Description

The Director of Grants & Partnerships is responsible for leading the development, coordination, execution, and administrative management of all grants for HTI. The Director will play a key coordination role between the program, revenue, and finance functions of the Institute to fund and implement a sustainable and effective model for our work in partner countries and expand its impact. The Director will also play a key role in working with Human Resources to recruit and hire staff for program expansion as deemed necessary by the Institute's model and budget.

On a routine basis, the Director will also be responsible for overseeing the program reporting for funding partners – both private and institutional – as well as the closeout reporting of all Institute program grants and other programmatic investments made by the Institute. S/he will ensure the Institute's grant-making and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with Institute standards. The Director will also be responsible for the activities both before and after the awards process - following standards and deadlines for applications, reviewing proposals for completeness, and ensuring legal compliance during the granting period.

The successful candidate will be a strategic thinker with excellent written and verbal communication skills who has the ability to multi-task and adhere to internal and external deadlines. This individual will help maximize the organization's ability to pursue new opportunities within the philanthropic sector while executing program design and leveraging relationships with both current and new funders. The Director will report to the Director of Strategic Partnerships.

Responsibilities

Oversee grant acquisition and management, including the following:

Grant Acquisition:

- Set the strategy for building out the Institute's grant portfolio, develop the approval process for pursuing new grant opportunities, and in coordination with other Institute leaders, make decisions on pursuing specific opportunities as they arise and the structure of those proposed projects.
- Build out proposal writing templates and processes for government and institutional donors, including log-frame, indicators, budget, budget narrative, project narrative, etc.

- Oversee development of proposals, including the development of grant partnerships, program design, timeline, workplan, roles, etc.
- Collaborate with the Institute Accountant to prepare grant budgets, as needed, and ensure adherence to any federal and state regulations
- Manage relationships and negotiations with potential partners to pre-position HTI for funding opportunities and represent HTI's interests through joint proposal development processes.

Grant Management and Grant Compliance:

- When the Institute receives grant awards, this position will take the lead, in coordination with Institute staff, to help identify and hire key personnel, set up offices, secure sub-contractors and partners, and engage in other activities necessary to ensure on-time and on-budget implementation of key deliverables and reporting in compliance with grant requirements
- Manage timeline of grant reporting requirements and adhere to reporting deadlines
- Oversee all elements of required grant reporting and compliance
- Work with Institute Accountant to create grant finance reports, as needed
- Oversee all aspects of grant site visits
- Oversee the management of the grant cycle calendar and site visit schedules
- Provide oversight and training for the HTI grant writer
- Support field staff with challenges that arise in connection with grant deliverables
- Provide input for any grant-related federal and/or state audits
- Provide requested information, data, and reports to granting organizations, including submitting reports through federal government online platforms such as System for Award Management (SAM), SAMS-Domestic, and Payment Management System (PMS), as required
- Maintain all records, files, and applicable reports to track all grant activities
- Perform required research pertinent to grant due diligence, ongoing review, and close-out analyses

Grant Program Management:

- Develop and oversee program management processes and systems
- Lead regular program reviews and provide ongoing program support and troubleshooting to ensure completion of grant deliverables and Institute objectives and key results
- Provide grant and program reports to the Leadership Team and Board of Directors, as needed
- Engage in strategic planning, assessments, and process development to support successful execution of Institute's mission and growth goals

Partnership Development:

- Engagement with NGOs, funding institutions, inter-governmental organizations, and government agencies to advance HTI priorities and develop both program partnerships and funding opportunities
- Lead assessment and partnership development process for new project areas for HTI

General:

- Over time, in coordination with the Director of Strategic Partnerships, develop strategic funding to hire, train, manage, lead, and develop a team necessary to grow and scale this component of the Institute's work
- Perform other duties as assigned

Essential Skills

- Bachelor's degree required; Master's Degree preferred;
- 5+ years of applicable grant acquisition and management experience, required;
- 5+ years program development and execution experience, required;
- Experience and expertise in program design and implementation;

- Recruitment and hiring experience to deploy excellence in the field that sustains the high standards of the Institute;
- Experience in managing grants from government, foundations, nonprofits, or the private sector, highly desirable;
- Experience with federal grant processes, practices, and platforms including System for Award Management (SAM), SAMS-Domestic, and Payment Management System (PMS), required;
- Familiarity with Virtuous or other CRM software and advanced MS Office skills;
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Ability to take initiative and manage projects assigned through completion with minimal supervision, self-motivated;
- Ability to work effectively independently under pressure and within deadlines;
- Ability to anticipate challenges and effectively resolve potential issues;
- Ability to work creatively and with flexibility in a fast-paced environment while maintaining high work standards;
- Excellent written and oral communication skills;
- Commitment to maintain confidentiality in all aspects.

Additional Skills

- Mature individual with ability to capture the vision for team goals;
- Strong ethic of service, sustained positive attitude, and passion for the mission of the Institute;
- Anticipate and respond promptly and professionally to requests and needs from key stakeholders while setting clear expectations;
- Accomplish tasks with a thorough and precise focus on every component of the project, no matter how small or time-consuming;
- Goal-oriented with high emotional intelligence;
- Humility to be flexible as necessary;
- Demonstrated history of working successfully within a team environment;
- Ability to develop rapport, engender trust, and exhibit a professional demeanor with key stakeholders;
- Strong desire to work within a healthy, highly effective, and successful development team.
- Strong desire to be a cultural asset to the team, displaying positive leadership and influence, reliability, dependability, and care and nurturing for those you support.

To Apply

This full-time position is based in the Merrifield, Virginia, office. However, through December 31, 2020, the Institute has established a work remote structure due to COVID-19. This is subject to change based on new and changing information.

Applicants should submit a cover letter, resumé, and three references to Kenneth Hadley at Applications@TraffickingInstitute.org. Applications will be accepted until the position is filled.