



## **Job Announcement Grants Manager**

**About DPLF:** The Due Process of Law Foundation (DPLF) is a nonprofit, nongovernmental organization based in Washington, DC. Since 1996, DPLF has promoted human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the exchange of experiences, and advocacy. As a regional organization comprised of a multi-national group of professionals, our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy. DPLF's thematic areas of focus include the intersection of corruption and human rights issues, the protection of independent justice operators, transitional justice and the fight against impunity, and indigenous peoples' rights in the context of natural resource extraction.

As a small nonprofit with approximately 20 staff and consultants, DPLF provides ample opportunities for professional growth and learning, including regular interaction with project partners and human rights defenders throughout the hemisphere. DPLF strives to create a welcoming environment and a positive work culture, including by offering flexibility and excellent benefits (more details below).

### **Job Description**

The Grants Manager, under the direct supervision of the Director of Institutional Development and Finance, is responsible for the financial and administrative management of the organization's daily operations. This includes ensuring accurate accounting of DPLF's private and public sector grants (US Department of State, USAID, and other governments' international assistance agencies), and compliance with donor and DPLF requirements and policies. The ideal candidate for this position must be a highly motivated team player able to work with diverse groups, approach problem solving in a balanced and reasonable manner, and maintain a flexible attitude and work style while juggling multiple tasks and demands. This is a full-time (40 hours/week) position based in Washington, DC.

### **Our Grants Manager will:**

- Work closely with the Director of Institutional Development and Finance to manage the day-to-day financial functions of our organization.
- Be responsible for the organization's financial and accounting requirements, including maintaining accurate and complete financial records and information in accordance with



donor and DPLF policies, procedures and established internal controls, and reviewing and processing all payments, providing account codes for proper recording,

- Coordinate with program staff for timely and accurate processing of grant expenses and preparing financial reports as required by private and public donors.
- Tracking accounts receivable including preparing grant drawdown requests and preparing and sending invoices.
- Tracking and processing accounts payable.
- Work with program staff in reviewing and reconciling subgrant financial reports.
- Develop and track project budgets.
- Work in close coordination with program directors and other staff on new project budgets and required financial proposal documents and information.
- Help coordinate, along with Programs Manager, and support the Finance Director in the annual audit process.
- Perform other financial and administrative duties as needed.
- Proactively identify opportunities for institutional strengthening (i.e., process and policy development/scaling) and support the Director of Institutional Development and Finance in their execution, as needed.

**Requirements:**

- Fluency in written and spoken English; advanced Spanish language skills (full professional proficiency i.e. ability to effectively operate in a bilingual work environment).
- At least 3-5 years of prior experience with non-profit office finances and operations.
- Demonstrated knowledge of US federal grant related compliance and accounting principles, specifically 2 CFR 200.
- University degree (non-profit management and/or financial training preferred).
- Genuine interest in Latin America and human rights issues.
- Strong team orientation, willingness to help, ability to take initiative and follow-through.
- Ability to handle multiple tasks and prioritize work responsibly with minimal supervision.
- Demonstrated excellent attention to detail, and ability to think critically.
- Strong computer skills, including Quickbooks (online for non-profits preferred), Expensify (or similar cost reporting program), Microsoft Office Suite (Teams, Outlook, Word, and Excel), Zoom conferencing program and computer trouble shooting.
- Demonstrated ability to work productively within a multi-cultural team environment.
- Strong interpersonal skills and organizational ability. Personal qualities of honesty and good judgment. Ability to exercise discretion on confidential matters.

**Desired skills and attributes:**



- Familiarity with funding cycles and proposal and reporting requirements for US Government grants (US State Department and/or USAID).
- Demonstrated ability to think proactively and anticipate institutional/program needs.

**LOCATION:** DPLF has adopted a flexible hybrid work environment. The ideal candidate will be able to live and work in the Washington, DC area and work in-person from DPLF's office at least three (3) days a week. Applicants must have US work authorization.

**SALARY:** Range between \$65,000 - \$70,000 depending on experience. Benefits package includes employee health, dental, vision, and life insurance fully paid by employer. 403b retirement plan with employer matching. Generous vacation and sick leave.

**TO APPLY:** Please send cover letter and resume in English to the attention of: Laura Park, Director of Institutional Development and Finance at [info@dplf.org](mailto:info@dplf.org) (Subject line: Grants Manager Application). Applications will be reviewed on a rolling basis until the position is filled.

DPLF is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law.