About Power for All
Power for All (powerforall.org) is an international NGO that advances decentralized renewable electrification (DRE) solutions as the fastest, most cost-effective and sustainable approach to universal energy access. It serves as a collective voice for businesses and civil society focused on solutions such as solar for home and business, mini-grids and productive use appliances.

Grants and Operations Manager
The Grants and Operations Manager will be responsible for the financial and administrative support to the Power for all team, as well as the organization’s leadership in day-to-day grants management and operations, such as ensuring compliance with the terms of grants, research for new grant opportunities and overall team operational needs. This role reports to the CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES
GRANTS
- Advising and supporting on grant requirements, milestones and deliverables deadlines, preparing financial reports, and coordinating submittal of required documents to funders
- Support development process, including the creation of proposal budgets, and ensuring compliant and timely proposal submissions
- Provide administrative support to grants implementers, including but not limited to financial coding, consultant hiring, document signing, and managing work plans
- Oversee preparation and submittal of donor narrative and financial reports and deliverables, including coordinating and managing writing process and team contributions
- Coordinate any modifications and changes to grant agreements, and support external communication with funders

OPERATIONS
- Work with the programmatic leads to develop detailed implementation plans for projects (in Asana), including roles, activities, outcomes, objectives, and timeframes
- Develop, review and manage contracts, purchase orders, contract payments, and other finance transactions (AP/AR), and coordinating with outside vendors as needed
- Support programmatic leads with administrative support to the team as needed, including coordinating unit operational needs
- Facilitate recruiting efforts (identifying successful candidates, conducting initial interviews, supporting reference checks)
- Lead onboarding and off-boarding processes, including training on systems and policies; review the on-boarding process quarterly to keep systems up-to-date
- Track time allocations and spending, coordinating with programmatic staff on budget and grants management as necessary
- Ensure effective use of key software and systems, including Zoho CRM, Asana, MS Office, G Suite, Bill.com, Expensify, Dropbox and similar systems
- Manage record-keeping system and compliance deadlines, including 990s and state filings
Grants and Operations Manager

Job Description

ABILITIES & SKILLS

● Excellent verbal communication skills
● Exceptional organizational abilities that enable independent, self-directed accomplishments
● Strong writing abilities that flex between academic, marketing, grant reporting
● Attention to detail and precision in research and reporting
● Collaborative work style, including across time zones and cultures
● Adaptability, working across all levels of internal and external partners

QUALIFICATIONS

● Bachelor’s Degree in Business Administration, international relations, policy or related field
● Working knowledge of Microsoft Office suite, CRM systems
● Excellent written, interpersonal and verbal communication skills
● Experience in grants/subcontract management (2-5 years) in related field
● Experience either as an employee, volunteer or Board member of a nonprofit organization
● A passion for Power for All’s mission

Start: May 2020
Status: Full-time
Location: San Francisco Bay area preferred (but flexible for right candidate)
Salary: Commensurate with experience. Includes a generous benefits package.

To Apply: Send CV, cover letter explaining interest and relevant writing sample to info@powerforall.org.

www.powerforall.org