

FOREST TRENDS

Job Description

Title: Project and Grants Specialist, FPTF

Reports to: Senior Manager, FPTF

Location: Forest Trends, Washington DC office

Summary:

Forest Trends seeks a Project and Grants Specialist to support its Forest Policy, Trade and Finance Program. The Project and Grants Specialist is primarily responsible for developing and maintaining internal initiative systems to facilitate effective grants, contracts/procurement, and budget management. The successful candidate will conceptualize new and innovative approaches to budget and expenditure tracking in the context of a large, multi-donor program.

This position is ideal for a self-starter who can prioritize competing demands, demonstrate initiative and responsibility, and quickly become an integral member of our small team. Successful candidates will have a background in NGO program finance management and, ideally, experience working with bilateral donors, and be able to serve as a critical liaison between FPTF and central Finance staff, resolving issues as they arise. They must have the flexibility to work independently while ensuring that work is completed within established deadlines. Impeccable attention to detail, time management skills, proactivity, and a collegial and cheerful demeanor are essential.

The Project and Grants Specialist will have the opportunity to become closely involved in all program activities, learning about Forest Trends' work to promote legal and sustainable trade in timber and other commodities harvested from forest landscapes. FPTF combines research, mentorship, and convening "communities of practice" to address issues at the intersection of natural resource governance, markets and trade, law enforcement, resource rights, and green growth. Since its creation in the early 2000s, FPTF has gained the trust of high-level government decision-makers in key timber-producer and -consumer countries by producing timely data analysis with key insights on relevance for markets, livelihoods, and policy impact.

This is a full-time position (40 hours/week), based in Forest Trends' Washington, DC office. The job posting will remain open until a suitable candidate is found. Please note that prior authorization to work in the U.S. is required for this role.

Salary range: \$55,000-\$70,000/year, commensurate with skills and experience.

Roles and Responsibilities:

- Contracts and Procurement:
 - a. Draft and administer consultant contracts. Track deliverables against contracts, follow up with consultants and vendors to ensure timely and accurate delivery; draft contract modifications as needed.

- b. Coordinate procurement processes for consultants and vendors. Working alongside FPTF leadership, draft procurement forms, document recruitment processes, and ensure all procurement-related documentation meets institutional requirements and donor protocol.
- Invoicing and Payments:
 - a. Track and prioritize FPTF accounts payable, ensuring that all consultant and vendor payments are transferred on a timely basis and in accordance with institutional, donor, and program needs. Liaise with consultants to communicate when payments are sent and resolve any issues.
 - b. On a monthly basis, review consultant/vendor invoices against stated deliverables and record expenditures.
 - c. Liaise with FPTF program staff, and central support staff is needed, to assign timesheet allocations based on budget and track spending on staff time against budgets.
 - d. On a monthly basis, complete credit card reconciliation forms for FPTF Senior Manager, Senior Director, and Senior Advisor
- Budgets and Expenditure Tracking:
 - a. In close collaboration with FPTF Senior Manager, maintain overall (\$3-4 million/year) program budget across multiple grants
 - b. On a monthly basis, review accounts system transaction listings against invoices and internal records, checking for accuracy and filing reclassifications as needed.
- New Business Development and Reporting:
 - a. On an annual and quarterly basis, draft institutional budget projections, corporate budget-to-actual reports, and other documentation to track spending against targets.
 - b. Coordinate efforts to timely complete and submit required financial report/documents to donors, including preparation of draft financial deliverables to donors, such as: financial reports, proposal budgets, budget reallocation requests, and transaction listings
 - c. Produce documentation and other evidence as requested, prior to and during institutional and project audits.
 - d. Facilitate efforts and track donor payments to ensure these are timely.
- Review and verifies program financial documents; maintains program financial business records.
- Answers inquiries and provides information to program staff on program finances and institutional financial and procurement policies and procedures.
- Other duties as assigned by FPTF program leadership, FT Finance, and others.

Required Skills, Experience, and Qualifications:

- Bachelor's degree in a relevant field (finance, business administration, economics, political science, international development)
- At least 3 years demonstrated professional experience in financial management.
- Demonstrated expertise managing large and complex budgets, formulating expense projections, and drafting budget-to-actuals reports
- Advanced skills in Microsoft Excel.
- Initiative and ability for self-directed, independent work
- Exceptional organizational skills with meticulous attention to detail

- Ability to prioritize competing demands and projects in both short and long term, and perform well under pressure
- Excellent communications skills in English including the ability to write clear, concise, and grammatically correct content and ability to edit and summarize text written by others, to make complex text more accessible without compromising message and content
- Exceptional interpersonal skills and sense of humor; comfortable liaising with diverse array of collaborators from across the globe (including government officials). Ability to sense and convey contextually appropriate tone and style for formal and informal communication to individuals from various cultural backgrounds
- Committed to the mission of Forest Trends

Desired Qualifications:

- Master's degree in relevant field
- Experience conducting analysis and visualization with large quantitative data sets using specialized software. Knowledge of Tableau or other data visualization software
- Experience working on grant management with a non-profit, foundation, or government agency
- Experience working with large bilateral donors, e.g. DFID, Norad, USAID. Knowledge of USG-specific reporting requirements e.g. Fly America Act
- Demonstrated interest in resource governance, timber legality, and forest commodity trade issues
- Experience living and working abroad

To apply:

- Please send your CV/resume and a brief cover letter to cv@forest-trends.org. Writing samples or other work showcasing your financial skills are also welcome as part of your application package, but not required. Subject line must read "Project and Grants Specialist, FPTF".