

Position Title: Grant Officer - US
Status: Full-Time
Location: New York City

Organization: American India Foundation

Mission: Founded in 2001 at the initiative of President Bill Clinton following a suggestion from Indian Prime Minister Vajpayee, the American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and the expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted 6.7 million lives across 26 states of India.

Job Summary:

The US Grants Officer coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants from both institutional and individual restricted giving to AIF. Interacts with fundraising staff in the US and programmatic staff in India to coordinate and submit successful proposals and reports.

Reporting and Relationships:

The Grant Officer will report to the Chief Development Officer (CDO) of the organization.

Essential Job Functions

1. Grant Writing and submission: (40%)

- a. Works directly with program staff in crafting compelling narratives and statistical evidence for proposals.
- b. Coordinates the planning and preparation of grant proposals and subsequent reporting initiated by the development team; provides guidance and assistance to fundraising staff of the interpretation of donor agency regulations and requirements.
- c. Prepares and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.

2. Working with colleagues in the US and India: (20%)

- a. Serves as a liaison between US-based development staff, AIF funders, and the India-based program staff.
- b. Works with India-based program team to continually understand AIF programs and their outcomes.

3. Report Writing: (20%)

- a. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
- b. Develops and maintains the Raiser's Edge NXT database for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Strategizing AIF's national foundation plans: (20%)

- a. Actively researches and prospects US-based foundations for potential LOI and/or proposal submissions; builds relationships within such institutions
- b. Build relationships in the institutional funding space.

Key Skills, Competencies and Desired Qualifications

- ◆ A Bachelor's degree is required.
- ◆ 3-4 years of grant writing experience is required.
- ◆ Ability to develop and produce grants and other proposals.
- ◆ Ability to communicate effectively, both orally and in writing.
- ◆ Ability to work with internal departments and coordinate with domestic and international staff.
- ◆ Knowledge of current developments/trends in the area of expertise.
- ◆ Ability to determine informational needs, collect and analyze information, and devise and develop statistical analyses and reports.
- ◆ Database management skills, Raiser's Edge experience a plus
- ◆ Skill in organizing resources and establishing priorities.
- ◆ Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- ◆ Ability to analyze and interpret financial data and prepare financial reports, statements, and/or projections.
- ◆ Ability to provide technical advice and information to faculty and staff in the area of expertise.
- ◆ Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations.
- ◆ Knowledge of budgeting and fiscal management principles and procedures.
- ◆ Demonstrated commitment to eradication of poverty in India and alignment with AIF's mission.

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

Salary and Benefits: American India Foundation offers a competitive salary and excellent benefits. The individual will have opportunities to learn all aspects of a non-profit organization.

HOW TO APPLY

Applicants **MUST** be eligible to legally work in the United States of America.

Please send your resume and cover letter to: ny@aif.org

Due to the potential volume of responses, only candidates selected for an interview will be contacted.