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## **JOB ANNOUNCEMENT**

### **GRANTS ADMINISTRATOR INTERNATIONAL GRANTS PROGRAM**

#### **Summary of Position**

The Grants Administrator is a member of the fast-paced, results-oriented international grants unit. As one of two grants administrators within a two year old grants program, the grants administrator is responsible for a range of activities. Primarily, the grants administrator will be responsible for managing all administrative aspects of a portfolio of grants to non-governmental organizations (NGOs), civil society groups and governmental agencies around the world. The position requires great attention to detail, an ability to manage a large and diverse portfolio of grants, and communication with grantee organizations and CTFK partner organizations.

As one of two Grants Administrators within the unit, this position will be responsible for co-managing the grant intake process of a twice annual competitive grants program from initial project idea stage to full proposal stage. The position requires processing new grant agreements and tracking receipt of reports and grant payments. The Grants Administrator must maintain detailed, organized and up-to-date records for all grants within the assigned portfolio and inline with established unit systems.

This position requires cultural sensitivity, great attention to detail, patience and some international experience or experience in an international grant-making organization.

#### **About the International Grants Unit and Bloomberg Initiative**

The International Grants Unit of the Campaign for Tobacco-Free Kids operates as part of the Bloomberg Initiative to Reduce Tobacco Use (BI). It oversees and manages a portfolio of grants in over 30 low and middle-income countries and 5 continents working to achieve policy change that will lead to substantial reductions in tobacco use.

Tobacco kills almost 14,000 people every day. Unless urgent action is taken, tobacco will kill 10 million people a year by 2020, 70 percent of them in developing countries.

To address this global public health crisis, Michael R. Bloomberg, philanthropist and mayor of New York City, launched a \$125 million initiative to combat tobacco use in low and middle-income countries, where more than two-thirds of the world's smokers live.

As part of this initiative, the Campaign for Tobacco-Free Kids has established the International Resource Center (IRC) to support governments and non-governmental organizations around the world in promoting, adopting, and implementing tobacco control policies. The International Grants Unit is one of three entities within the IRC.

## Major Duties

- Work closely with grants unit staff and BI partner organizations to ensure a smooth, organized and efficient grant intake and processing system
- Maintain effective and complete records of all grants within an assigned portfolio
- Manage the intake of grant reports
- Track and disburse grant payments to grantee organizations
- Coordinate with BI partners on the management of cross-organizational grants management software and database
- Ensure grants unit compliance with U.S. government regulations governing the transfer of U.S. funds abroad
- Work with legal counsel and relevant grants unit staff to keep formal grant agreements up to date and relevant
- Assist in administrative and logistical needs of the grants unit as they arise

## Skills, Knowledge, Abilities

- Proven ability to work and excel in a fast-paced environment
- Ability to work independently and prioritize action items
- Proven ability to independently identify problems and problem-solve
- Experience using GIFTS grants management software or other similar software
- Attention to detail and good judgment
- Ability to work in a fast-paced, team-oriented environment, perform effectively under pressure, and to practice strong organizational skills when faced with multiple time-sensitive priorities and deadlines.
- Proficiency with Microsoft Office required (particularly Word and Excel).
- Eligibility to work in the United States.

## Education and Experience

- 2+ years related experience working in an international grantmaking organization
- Experience working with international grant programs
- International work experience a plus
- Proficiency in a foreign language a plus
- Degree required

## To Apply

To apply for this position, please email a cover letter, including salary history, and attach your resume to: [jobs@tobaccofreekids.org](mailto:jobs@tobaccofreekids.org) . Please reference the position code IGP-GA in the subject line of your email. Resumes will be accepted until the position is filled.

The Campaign for Tobacco-Free Kids is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.

*The Campaign for Tobacco-Free Kids is a leader in the fight to reduce tobacco use in the United States and around the world. By changing public attitudes and public policies on tobacco, the Campaign works to prevent kids from smoking, help smokers quit and protect everyone from secondhand smoke. A non-profit organization established in 1996, the Campaign works with more than 130 organizational partners, including public health, medical, education, civic, corporate, youth and religious organizations. The Campaign does not accept any government or tobacco industry funding.*