

Grants Manager

Feed the Future Programme d'Appui à la Rentabilisation de l'Elevage (PARE)
Cap Haitien, Haiti

Activity Summary:

The Feed the Future Programme d'Appui à la Rentabilisation de l'Elevage (PARE) is a five-year activity implemented by Land O'Lakes Venture37. The activity aims to advance livestock production (cattle, poultry, goats, sheep, eggs, and dairy) market systems and to diversify incomes to increase the resilience of communities in two Resilience Focus Zones (RFZ) - one in the southern region (South Department) and the other in parts of the north (North, Northeast and Plateau Central Departments). The Activity will address key opportunities and constraints to increase livestock productivity, facilitate private sector engagement, and manage environmental and natural resource considerations. Ultimately, the PARE activity will enable households and communities to withstand recurrent shocks and stresses, while helping them increase food security.

About the Organization:

Land O'Lakes Venture37 is a 501(c)(3) non-profit committed to helping communities around the world thrive through agriculture. Affiliated with Land O'Lakes, Inc., Venture37 has more than 40 years of experience implementing agricultural development projects in more than 80 countries around the world. Venture37 strengthens economies by improving local agriculture, helping agribusinesses create jobs and linking farmers to markets. It delivers integrated solutions that help build and improve food and agriculture systems through more competitive markets, more resilient systems, healthier and more nutrition-secure communities, and more inclusive societies.

Position Summary:

The Grants Manager oversees the management and implementation of PARE's innovative grants fund. The grants fund identifies and supports local solutions to agricultural development in the Resilience Focus Zones (North, Northeast, Plateau Central, and the South Departments) with a specific focus on building the capacity of local institutions and the private sector to achieve sustainable results. These grants will facilitate the easing of market system bottlenecks and unlock access to finance and investment to promote more resilient livestock systems.

The Grants Manager oversees grant compliance and ensures the completeness and quality of the grant agreement, all supporting documentation, due diligence, approvals, and tracks and monitors authorized grant expenditures. The Grants Manager coordinates the evaluation and selection of enterprises awarded grants, leads grant monitoring and ensures proper closeout. The position is located in the PARE office in Cap Haitien and will report to the Finance, Operations and Compliance Manager (FOCM).

- **Primary Responsibilities:**

- Oversee administration and ensure compliance with the project Grants Manual and USAID regulations covering all procedures from announcement and intake through analysis and final selection and closeout;

- Draft requests for grant applications and/or an annual program statement targeting promising small and medium-sized agribusinesses, local institutions, and other livestock market actors;
- Assist short-listed applicants to refine their application working in coordination with the PARE technical staff to develop a technically sound approach to promote strong grant performance and alignment with project activities;
- Analyze and evaluate grant submissions for technical and budget soundness and compliance with USAID regulations, recommending award actions;
- Prepare grant-related donor approval requests and promptly respond to grant-related donor requests;
- Coordinate and oversee the issuance of grants and maintain documentation through the development and upkeep of Venture37's grants database and document management system;
- Prepare reports and analyses regarding the grants program.

Required Skills & Qualifications:

- Bachelor's degree in finance, business, management, or another related field
- Four (4) years of experience managing a grants portfolio under a development project
- Experience with a grants management database used to manage workflow and document key stages in a grant cycle
- Proven attention to detail throughout work history, including managing and organizing electronic and hard copy files that are subject to review or audit
- Experience with writing and reviewing clear and deliverable-based program descriptions for subawards and grants
- Excellent interpersonal and communication skills
- Fluency in French and/or Haitian Creole (written and verbal) languages
- Strong verbal, written and presentation skills in English

**This position is not eligible for expat allowances and benefits. Haitian work authorization is required. Haitian nationals are strongly encouraged to apply.

Desired Skills and Qualifications:

At least two (2) years of experience managing a grants portfolio under USAID-funded projects

Strong knowledge of USAID and U.S. Government rules and regulations

Experience with grants under contract

To apply: Follow the link below and click *Apply Now*.

<https://lol.avature.net/Careers/JobDetail/Cap-Haitien-Haiti-Grants-Manager-PARE-updated/1755>

Only short-listed candidates will be contacted. No phone calls will be accepted.

Land O'Lakes Venture37 will never ask you for personable identifiable information, and we will never request money or payment during the recruitment or employment process.



Land O'Lakes Venture37 is an equal opportunity employer and an organization striving to help global communities thrive through agriculture. We consider all qualified applicants without regard to race, religion, national origin, age, sexual orientation, gender identity, disability, or veteran status, among other factors. Our culture values a diversity of voices. So, bring us your unique experiences, your workstyle, and your dreams — they'll only make us stronger.