Program Description:

The Civil Society Innovation Initiative (CSII) is a global platform to establish Innovation Hubs around the world that support, strengthen, and sustain civil society, especially those Civil Society Organizations (CSOs) working in closed and closing spaces. Hubs are located in Africa, Central Asia, East Asia, Latin America and the Caribbean, the Middle East and North Africa, the Pacific, and South Asia and work on a variety of issues including human rights, transparency, digital security, CSO sustainability, digital currencies, and more in partnership with multiple stakeholders and sectors.

Tides serves as the project’s Fiscal Agent, responsible for administering grants to CSOs to implement activities and undertake operations on behalf of each Hub and the project. The project is funded by multiple donors and implemented by several organizations working in partnership in a highly collaborative and fast-paced manner.

Position Summary:

The Finance and Grants Analyst is a member of the Civil Society Innovative Initiative (CSII) team and reports to CSII’s Director of Finance & Administration. The position supports CSII’s grantmaking and monitoring and reporting efforts in collaboration with the project’s Finance Officer and other team members. The Finance and Grants Analyst will monitor project expenses and cashflows, tracking multiple subgrants and grantee organizations. The position will strengthen Tides’ oversight of the grants program and support compliance with Tides’ and CSII’s financial policies in coordination with implementing partners, while also reducing identified risks. The Finance and Grants Analyst also supports building grantee financial skills, compliance and organizational management while measuring their progress.

This role is embedded within the CSII team structure working with multiple funders, donors, implementers, regional hubs, and grantees. Success in this role requires effective coordination with different team members and stakeholders across a variety of organizations.

Team members are expected to be culturally competent, forward-thinking, entrepreneurial, collaborative and inquisitive. They should also feel comfortable and be confident navigating through the complexities of a multi-stakeholder initiative.

Essential Duties and Responsibilities:

Grant Making (Level of Effort: 20%)

- Review grantee application budgets for completion and reasonableness
- Maintain grant recommendation files for compliance and audit purposes
• Process fund requests
• Support Grant Officers in assessing grantee suitability and evaluating risk

Grant Monitoring & Reporting (Level of Effort: 60%):
• Review grantee financial reports for compliance and accuracy
• Track budgets and expenses
• Monitor grantee compliance with USAID requirements
• Review and provide feedback on grantee contracts and grant agreements
• Other related duties as assigned

Capacity Building (Level of Effort: 10%):
• In collaboration with Finance Officer and CSII project team, support grantee capacity building efforts and develop relevant toolkits and related collateral
• Contribute as needed to virtual webinar trainings to support grantee capacity building
• Provide guidance to grantees on banking and cash management issues
• In collaboration with the Finance Officer, conduct on-site visits of grantee organizations and/or attend grant-funded activities

Stakeholder Engagement (Level of Effort: 10%):
• Utilize Tides Salesforce grants management system and participate in testing as requested
• Participate in project-related meetings, both virtually and in-person
• Contribute to annual work plan and performance monitoring indicators

Other Duties and Responsibilities:
• Support development and management of project processes as well as staff roles and responsibilities
• Supporting CSII project team human resource and operational needs
• Participating in project-related meetings, both virtually and in-person

Education and Experience:
• University degree in finance, accounting, business, public administration, international development, or relevant subject. Candidates may substitute four years of related experience in lieu of the degree requirement.
• At least three years of experience providing financial reports to funders/donors.
• Government grant experience a plus (but not required)
• Experience training organizations on financial management

Other Duties and Responsibilities as assigned.

Candidates who do not meet the minimum requirements of the position may not be considered for the position.
Knowledge, Skills and Abilities:

- Strong Excel and budgeting skills required
- NetSuite, Salesforce, and fund accounting software experience required
- Strong knowledge of Generally Accepted Accounting Principles (GAAP), nonprofit accounting, and internal control processes
- Strong analytical and accounting skills. Must be able to identify, analyze, and problem-solve accounting or compliance issues within a deadline-oriented environment.
- Experience with USAID or other donor organizations preferred
- Strong cross-cultural communication skills & an ability to effectively communicate with partner organizations across the globe both virtually and in person
- Experience working abroad preferred
- Language proficiency skills in Arabic, Spanish, or French preferred

Organizational Relationships:

- The Finance and Grants Analyst reports to the Director of Finance & Administration, and works collaboratively with Finance team, Grants Officers, the Program Manager, grantees, donors, and external partners on a daily basis to successfully implement the project.

Physical Demands:

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<th>Physical requirements needed to perform essential function(s):</th>
<th>Additional information:</th>
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<td>Must be able to lift boxes of training materials</td>
<td>Must have the physical ability to move boxes weighing 10-20 pounds each 10% of work time.</td>
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<td>Able to attend conferences, meetings, and trainings in the US and internationally</td>
<td>Must be able to travel domestically and internationally on an airplane up to 6-8 times a year.</td>
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Work Environment:

- The position is full-time and works 40 hours per week
- The position will be located in the home of the incumbent though consideration will be made to provide an assigned workspace in a co-working space if feasible
- Location is flexible with a preference for San Francisco or New York and must be based in the United States
- CSII is a global project with much of its work occurring virtually. Flexibility to work across different time zones and cultures is required
- Domestic and International travel anticipated up to 10-20% of the time (post-COVID)

To Apply:

Applicants should submit a cover letter and curriculum vitae to csijobs@tides.org by March 31, 2021. Only applicants selected for an interview will be contacted. Finalists may be asked to submit additional information including references.