



DIRECTOR, GRANTS MANAGEMENT

Reports to: President
Full-Time/Part-time: Full-Time
Location: Remote

The Organization

Global Action to End Smoking, Inc. (“Global Action” or “GA”) is an independent, U.S. nonprofit 501(c)(3) grantmaking and research organization whose mission is to end combustible tobacco use, which remains the leading preventable cause of death globally. To achieve this goal, we strive to identify and address the unique needs of people who smoke as they relate to tobacco cessation and harm reduction.

We are committed to the urgent need to help the one billion people in the world who smoke cigarettes and use other forms of tobacco. Toward this end, we also support the use of alternative products/methods that may reduce their current health risks and perhaps help them stop smoking entirely in the future.

Through September 2023, Global Action, formerly known as Foundation for a Smoke-Free World, received charitable gifts from PMI Global Services Inc., an affiliate of Philip Morris International. Global Action does not seek or accept funding from companies that produce tobacco or non-medicinal nicotine products. To find out more about Global Action, visit our [website](#).

Position Overview

Global Action is seeking an experienced Director, Grants Management to guide the next chapter of its grantmaking operations by driving effectiveness and impact. The Director, Grants Management will be responsible for the coordination, documentation, and implementation of grantmaking activities. Working closely with the Program Officer, the Director, Grants Management will manage grantmaking operations and field efforts for Global Action’s global grants portfolio. The position blends operations and mission, providing operational leadership and supporting program planning.

Reporting to the President, the Director will lead the Grants Management team, consisting of two direct reports, and be responsible for grants management strategy, systems, tools, and processes, which support GA’s grantmaking.

The ideal candidate will be an experienced leader in philanthropic grants management, with prior experience at a private foundation. They must have a deep understanding of a grant’s lifecycle. The Director, Grants Management will assess potential grant applications, engage in pre-award diligence and contracting processes, monitor grant compliance and financial performance, approve payments, foster grantee relations, and close out grants. Success in this role will require fluency in grantmaking technology and legal and compliance frameworks, and the skills to work cross-functionally and collaboratively.

The Director, Grants Management will serve a key role as co-liaison (with the Program Officer) with GA’s Board of Directors and specifically, the Science Oversight Committee, which oversees GA’s grantmaking. In collaboration with the Senior Director, Communications, the Director, Grants Management also will contribute to GA’s communication about grantees’ work.

Key Responsibilities

- Manage efficient workflow to support the full grant lifecycle, including organization verification, grant recommendation, grant approval, grant agreement, payments, amendments, reporting, and close out.
- Monitor and evaluate grant progress and deliverables to ensure that milestones are being met within project timeline, compliance and reporting requirements are satisfied, and finances are in order.
- Manage grantmaking timelines, workflows, and internal coordination for grantmaking strategies and initiatives, and ensure alignment with program goals and deadlines.
- Manage grantmaking compliance, including with respect to grants to non-US 501(c)(3) entities.
- Evaluate grant proposals, performance, and impact, and draft documents, including memos, analytical documents, and excel spreadsheets that synthesize findings.
- Assess existing grants management processes, resources, and capabilities to advance opportunities for greater efficiency, efficacy, and cost savings.
- Prepare, review, and organize materials for Board meetings, including grant recommendations and related materials.
- Directly supervise and mentor two high-performing team members.
- With Program Officer, build and maintain relationships with grantees across Global Action's global grants portfolio.
- Coordinate with the Finance team to ensure accuracy in budgeting and payments.
- Support the Program Officer in developing annual grantmaking priorities and tracking progress and impact.
- Support the Communications team in communicating about grantees' work, progress, and impact.
- Other tasks and responsibilities as may be assigned.

Education and Experience

- Bachelor's degree required; degree related to the scientific or health disciplines (such as psychology, biochemistry, neuroscience, or biology) preferred but not required.
- In-depth grants management experience, at least 7+ years of which must be at a US private foundation.
- Deep understanding of the grants lifecycle, policies, and workflow.
- Advanced knowledge of the legal requirements and compliance rules for private foundation grantmaking, including in-depth understanding of expenditure responsibility regulations.
- 3+ years of people management experience, including a proven track record in mentorship and development.
- Strong written, verbal, and analytical communication skills, including the ability to collect, review, synthesize, and present information and findings in a clear and concise manner.
- Knowledge and/or prior work experience in tobacco control or smoking cessation, public health, the pharmaceutical industry, or other scientific environment preferred but not required.
- Experience working with institutions in low- and middle-income countries preferred but not required.
- Experience with GIFTS database a plus.

Characteristics and Attributes

- Accomplished professional with a deep appreciation and passion for Global Action's mission.



- Demonstrated sound reasoning, creativity, and good judgment, coupled with the ability to think critically across unique and varied situations.
- Detail-oriented and accurate with solid quantitative and analytical skills.
- Strong organizational skills, with the ability to establish plans, juggle conflicting priorities, and meet deadlines.
- Ability to work collaboratively, and transparently.
- Strong emotional and situational intelligence.
- Ability to unite and build trust and shared understanding across a variety of stakeholders while nurturing a culture of accountability and impact.

Additional Information

This position is fully remote, although occasional trips to New York City will be required for meeting with the team, Board meetings, and other meetings.

Salary Details: \$160,000 to \$200,000

The starting base salary for this position is expected to be within the range listed under Salary Details. The actual salary will be determined based on skills, experience, and other-job related factors, consistent with applicable law.

Benefits: Comprehensive benefits currently offered to employees (subject to change) include:

- Competitive salary and the potential to earn a year-end discretionary bonus
- Comprehensive health care (medical, dental, vision), and voluntary benefits, including a base health insurance plan that is 100% employer paid for employees and their families, which start on your first day of employment
- Remote work schedule
- 401(k) plan, which includes an employer contribution match, which vests immediately.
- Unlimited Paid Time Off Policy
- Generous holiday time off
- Summer Fridays
- End of year office closure
- Paid leave options, including parental

To Apply

Interested applicants should send an email to HRManager@actiontoendsmoking.org with “Director, Grants Management” in the subject line. Please include resume and cover letter. Only those selected for an interview will be contacted.

The above statements are intended to describe the general nature and level of work for this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Global Action to End Smoking, Inc. is an Equal Opportunity Employer