



Job Description

Position Title: Grants Manager

Duty Station: Micronesia Conservation Trust (MCT) Headquarters, or Satellite Office in any of the Freely Associated States of Micronesia

Reporting to: Chief Financial Officer

JOB SUMMARY

The Micronesia Conservation Trust (MCT) is a non-governmental, non-profit organization supporting biodiversity conservation and climate change adaptation and mitigation across the Micronesia region. Granting mechanisms enable MCT to contribute to regional capacity-building through grantee organizations. The Grants Manager is responsible for the management of financial aspects of individual grants and grantee relationships, working closely with both the Accounting Officer and the Conservation Program and Climate Change Program teams.

KEY RESPONSIBILITIES

Grant Financial Management

- Work closely with program teams to make sure grants are financially sound and meet donor requirements.
- Help track project budgets, ensuring funds are spent as planned and reported accurately.
- Assist in preparing financial reports and reconciliations, making sure everything is timely and correct.
- Oversee grant-related contracts and procurement, ensuring compliance with both internal policies and donor expectations.
- Keep organized financial records for grants to meet auditing and reporting needs.
- Support teams in developing realistic project budgets for funding proposals.

Technical support

- Provide guidance to grantees on financial planning, budget management, and reporting to help the successful running of projects.
- Stay connected with grantees and colleagues to understand project needs and financial progress.
- Monitor how projects are progressing financially and flag any potential concerns early.
- Help build financial management skills among grantees by leading training sessions and workshops.

Program support

- Contribute to donor reports by ensuring financial information is clear, accurate, and aligned with grant requirements.

QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's degree in Finance, Economics, Business Administration, or a related field, or an equivalent combination of education, training, and experience. A degree in a conservation-related field would also be highly relevant to this role.
- A master's degree would be an advantage but is not required.

Experience

- At least 2 years of direct grant management experience.
- Experience working in the Pacific region, particularly with small island developing states, is highly desirable.

Skills and Competencies

- Excellent written and oral communication skills, with fluency in English.
- Ability to work as part of a team towards shared goals.
- Able to manage and prioritize a busy workload, with proven organizational skills.
- Computer literacy, including Microsoft Office suite.
- Knowledge of Pacific Island languages is an asset.

EMPLOYMENT DETAILS

Type of Contract: Full-time, permanent.

Salary and Benefits: Competitive, commensurate with qualifications and experience.

Travel Requirements: Some travel within the region (CNMI, FSM, Guam, Palau, RMI) may be required.

APPLICATION PROCESS

Interested applicants should submit the following documents:

1. Cover letter detailing their qualifications and experience in relation to the role.
2. Comprehensive CV/resume.
3. Contact information for three professional references.

Deadline for applications: March 14, 2025

Submit applications to: sjano@ourmicronesia.org

ABOUT MCT

The Micronesia Conservation Trust (MCT) is a non-profit organization mobilizing resources to support biodiversity conservation, climate change resilience and sustainable resource management across Micronesia in the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, the US Territory of Guam, and the Commonwealth of the Northern Mariana Islands. Through the development of effective relationships with donor organizations and strong and enduring partnerships with implementing organizations throughout Micronesia, MCT helps address the major issues impacting the daily lives of Micronesians, namely natural resource over-use and degradation, climate change impacts, and economic and income instability and dependency. MCT helps Micronesian communities and decision-makers to conserve the health of the oceans and islands that are our home.

Equal Opportunity Statement

MCT embraces diversity and is committed to creating an inclusive workplace. We welcome applications from all backgrounds and strongly encourage individuals from Micronesia and the Pacific region to apply.