



Job Description

Position	Grants Manager, Agriculture and Livelihoods
Company	Foundation for a Smoke-Free World
Location	Washington, D.C. or New York, N.Y.
Reporting Relationship	Director, Agriculture and Economic Diversification Programs
Company Website	www.smokefreeworld.org

Foundation Overview

The Foundation for a Smoke-Free World is an independent, non-profit organization created to accelerate global efforts to reduce health impacts and deaths from smoking, with the goal of ultimately eliminating smoking worldwide. The Foundation collaborates with other non-profit, advocacy and government organizations to advance smoking cessation and harm-reduction science and technology. It also serves as a convener of research, dialogue and ideas to reduce smoking globally, while monitoring, evaluating and helping to address the impact of reduced smoking rates on agriculture and economics.

The initial funding for the Foundation was secured from Philip Morris International (PMI). Importantly, as established in the Foundation's bylaws and pledge agreement, PMI and the tobacco industry are precluded from having any influence over how the Foundation spends its funds or focuses its activities. Independence and transparency are core principles of the Foundation and all activities will be conducted with full transparency, free of tobacco industry influence. The Foundation has, constituted in its bylaws, an independent research agenda, independent governance, ownership of its data, freedom to publish, and protection against conflict of interest. Furthermore, strict rules of engagement will be put into place to ensure any interactions with the tobacco industry are fully transparent and publicly reported.

The Foundation for a Smoke-Free World's Board of Directors consists of seven Board members, with expertise in health, finance, investment, risk management, law, humanitarian programs, and agriculture transformation, and includes former government officials, an ambassador, corporate and legal professionals, and academics. The Foundation has secured initial funding of US\$80 million annually for 12 years and is seeking to increase and diversify the funding sources.

Agriculture and Livelihoods Team Overview

The global decline of smoking will have many positive health impacts but will bring negative economic consequences to tobacco farmers, many of whom are in developing nations. In order to address the agricultural impact of smoking cessation, the Foundation is focused on partnering with agricultural, rural development, and smallholder experts to identify alternative livelihoods for tobacco farmers. And, to determine which alternatives are the most viable, the Foundation plans to bring together private development and public players to invest in pilot solutions. Please visit our website and watch the video "[The True Cost of a Cigarette](#)" for more context on our approach to creating prosperity for smallholder farmers.



Key Responsibilities

The Grants Manager, Agriculture and Livelihoods (AG-L), will work closely with members of the AG-L team. The manager will play a critical role in ensuring that project grants are successfully implemented in full compliance with FSFW regulations and policies. In addition, the manager will inform the structuring and implementation of the project grants fund, identifying and vetting prospective partners while ensuring that grant proposals conform to solicitation requirements and that awards fulfill program objectives. Working closely with the rest of the AG-L team, the grants manager will ensure that grant activities are realistic and appropriately planned to meet proposed objectives. The manager will also ensure that activity partners adhere to FSFW grant guidelines. The grants manager will participate in procedures relating to grant solicitation and selection; grant awards; grant implementation; and grant and contract monitoring, evaluation, closeout, and reporting. We are looking for individuals who have a passion for market-based agricultural development in frontier markets.

The grants manager will be expected to:

- Assist with identifying and assessing prospective grantees
- Draft grant solicitations that result in proposals and applications aligned with program objectives
- Analyze and evaluate activity applications, proposals, and agreement/award documents to ensure consistency with program goals and objectives
- Analyze grant budgets and cost estimates for reasonableness and consistency
- Work closely with the monitoring and evaluation team to ensure grant data (on beneficiaries, outputs, outcomes, and quantitative and qualitative indicators) is captured in a timely, consistent manner
- Engage with the research and analysis being developed by the AG-L to design evidence-based program activities
- Build grantees' capacity in financial management; reporting; and "telling their story" about grant successes, challenges, and lessons learned where applicable.
- Ensure grant implementation is conducted in full compliance with all relevant requirements and donor regulations, and follow up, as needed, to provide guidance on grant policy and interpretation
- Prepare and maintain supporting grant documentation in compliance with all applicable procedures and policies, including assisting grantees with adhering to these requirements
- In coordination with finance and procurement staff, identify appropriate special conditions for grantees with limited foreign donor experience

Professional Experience and Qualifications

We are looking for people who enjoy the challenge of working on complex problems and collaboratively creating solutions that have the potential for transformational change in the lives of smallholder farmers. The candidate must be prepared to work across diverse sides of this field, bridging a wide range of expertise, including that of: farmers, development practitioners, technical experts, analysts, policymakers, business people, investors, and philanthropists. S/he must have an understanding of the difficulties that face poor farming households and the roles that agribusiness and financial services play in creating economic growth and prosperity for the average citizen. S/he will be a solid team player who is self-motivated and self-managing.

- Bachelor's degree and a minimum of three years of experience managing grant portfolios in the context of international development or a private foundation.



- Experience working with NGOs, USAID contractors, or agricultural development organizations preferred
- Creativity and flexibility to manage grant compliance issues and coordinate effectively with other program staff (e.g., in finance and procurement and technical advisors) and grantees in the administration of the grants portfolio
- Ability to maintain a rapid pace of work
- Demonstrated leadership, versatility, and integrity.
- Ability to travel up to 20% of time as needs dictate.

Please send electronic submissions, including your CV and cover letter by June 15th, 2018 to careers@smokefreeworld.org with “Grants Manager” in the subject line. No telephone inquiries, please. Finalists will be contacted.