



**POSITION:** Global Grants Director  
**REPORTING TO:** Global Chief of Operations  
**REMUNERATION:** Negotiable  
**LOCATION:** Australia, US or UK (Remote)  
**START DATE:** ASAP



## **Background**

Driven by a passion to solve the climate crisis, The Sunrise Project is a team of experienced change-makers with a mission to scale social movements to drive the global transition beyond fossil fuels. With affiliated programs and staff in the United States, Europe and Asia, we have developed a unique model of grant making and campaigning that supports networks of organisations to drive powerful change towards our mission.

We have a dynamic and nimble organisational culture. We're serious about supporting our people to thrive as we tackle the urgent climate challenge. We believe that a diversity of experiences and perspectives will help us build stronger strategies, teams and movements. We take the broadest possible view of diversity and encourage First Nations people, people of colour, people living outside of cities, people living with disabilities, neurodiverse, and LGBTQIA+ people to apply. We are continually working on becoming a better workplace for everyone.

## **About the Role**

The Grants Director manages the Sunrise Grants Program. The role is responsible for strategy development in collaboration with Sunrise leadership, and for operational planning, scheduling and delivery to ensure grant decisions reflect the delegations policy to grant to aligned partners.

Our Grants Program is mature, having made thousands of grants. We, and our partners are experiencing significant growth with many new network granting partners coming onboard across international jurisdictions. This role will develop the future strategy to meet and build new levels of growth and manage the complexities that go with rapid growth at the international level..

The Grants Director ensures program and operations teams understand the strategic, regulatory and organisational risks and provides insights and analysis to key stakeholders (program leads, leadership team, grants committees, board).

The role is hands-on, playing a critical role in overseeing the development and implementation of systems, tools., workflows, reporting and processes, and working internally with staff to ensure smooth and timely grant making.

We support networks of organisations to work together to achieve outcomes that would not be possible by individual organisations acting alone. We expect all roles at Sunrise to actively support the capacity building of these networks and partner organisations.

## **About You**

You are driven by a passion to solve the climate crisis by enabling the work of others. You enjoy big picture strategic thinking balanced with the technical capability to oversee the enablement of flexible platforms and systems that streamline delivery. You are a strong influencer, and sharp decision maker with strong capability in problem solving at the international level. You are a strong people leader, and enjoy coaching and empowering leadership, partners and staff to build organisational grant making capability and to support others in executing work that achieves real world outcomes. You have a strong service-orientation, and build trusted relationships through skillful and timely communications.

We support networks of organisations to work together to achieve outcomes that would not be possible by individual organisations acting alone. We expect all roles at Sunrise to actively support the capacity building of these networks and partner organisations.

## **Key Responsibilities**

- Collaborates with the leadership team to develop and implement a grants making strategy that optimises future growth and balances opportunities with compliance and alignment with Sunrise mission, objectives and policies.
- Develops and executes the Grants Program operational plan in collaboration with program, operations, and key stakeholders: oversees the outgoing grant making system; implements communications plans; and ensures capability building.
- Ensures that decisions are made in line with the delegations policy at the right time to grant to partners in line with our program strategy.
- Works with the Legal & Governance team to :review grant agreements, conduct due diligence reviews; identify potential compliance issues, and, propose solutions.
- Is accountable for the outgoing grants management schedule and communications.
- In collaboration with Finance, manages: grantee payments, responses to partners on structuring grants/grant programs; compliance, and risk management; and manages the grants lifecycle (pipeline, forecasting and budgeting).
- Is the grants management system owner - manages: data integrity/quality; vendor-contractor relationships to support platforms evolution; user support & training; and, reporting.
- Provides analysis and insights for stakeholders, including developing systems to support this.
- Leads a high performance, collaborative and sustainable team and supports people to do their best work.
- Promotes and creates a culture of continuous improvement, with learning and knowledge-sharing at the heart of the Grants team to support programs and partners.
- Contributes to the sustainable culture of the wider organisation, including leadership on our commitment to diversity, equity and inclusion, including the integration of JEDI into our outward facing partnerships.
- Aligns programmatic strategies and OKR's with Sunrise's mission and Values.

## Required Skills and Experience

- Extensive grants management experience at the leadership level.
- Demonstrated ability to analyse grants data and provide insights to stakeholders.
- A comprehensive knowledge of, and experience in grants best practice processes, legislative and compliance issues.
- Expertise in supporting a grants management platform, workflows, systems and users, with competency ideally in Mac based environments: Office, GSuite, Excel, collaboration and reporting tools.
- A proven ability to evaluate, improve, manage, maintain grants systems, processes, and procedures.
- Advanced level financial acumen and budget management skills, with experience in leading budgeting and forecasting cycles.
- Exceptional service orientation and advanced stakeholder engagement skills, relationship building and communication skills, both internally across the organisation & externally with diverse partners.
- Strong attention to detail, organisation skills, and ability to balance competing and/or shifting priorities for the team.
- Demonstrated experience in people, performance, and culture leadership, with management experience including hiring, nurturing and enabling talented and diverse people.
- A flexible, adaptable leadership approach: is open to new ideas; seeks feedback; builds consensus; and leads on change.
- A passion for action on climate change and a deep commitment to justice, equity, diversity and inclusion.

## Desirable Skills, Knowledge and Experience:

- Experience in outgoing grants management within an international not for profit organisation.
- Experience in implementing grants management tools, processes and policies.

## Job Requirements

- You must have full working rights for the country in which you will be working. The Sunrise Project is unable to sponsor applicants for employment visas.
- Employment background checks are required.
- Intermittent travel with advanced notice may be required.
- Flexibility to adjust work hours to accommodate multiple time zones
- COVID-19 vaccinations may apply in accordance with local legislation and/or Sunrise policy

## How Sunrise supports its staff

- The Sunrise Project is committed to creating a workplace that supports our staff to do their best work and develop professionally. We have the following in place to help us achieve that, noting that benefits listed may vary in accordance with the Professional Employment Office (PEO) we engage with for this role.
- Statutory benefits and entitlements of the country/province in which you are employed.
- Sunrise may provide additional benefits, where in-country entitlements are less than our standard package, where applicable including:
  - Birthday leave (if it's your birthday, you get a day off)

- Solidarity and community leave up to 1 week p.a.
- Floating public holidays (cultural leave)
- Gifted leave (over Christmas and New Year)
- Minimum 3 months paid parental (maternity) leave
- Flexible work policy
- Employee Assistance Program
- Insurances (country dependent, please check)
- Additionally, our offering includes:
  - A commitment to your professional development (up to \$2000 per annum)
  - Laptop (Mac) and accessories
  - Coaching and management support with regular 1:1 meetings
  - Performance reviews and feedback to support you and the team to reflect and grow
  - A co-developed initial 3 month work plan to set goals and provide clarity on your role and responsibilities

### **How to apply**

Interested applicants should submit the following by e-mail to [loba@ngorecruit.com](mailto:loba@ngorecruit.com) quoting reference number **NGG001**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with The Sunrise Project's mission and the unique qualities you will bring to this role

Application Deadline: 24 February 2023

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about The Sunrise Project, visit their [website](#) and [LinkedIn](#) account.