



## Job Opportunity: Grants Specialist

Doctors of the World USA (DotW) is seeking a Grants Specialist to support the Grants Manager with pre-award, award and post-award processes for US Government awards, primarily from USAID/BHA.

### About Doctors of the World USA

Doctors of the World (DotW) is the US chapter of the Médecins du Monde (MdM) International Network, a global health and humanitarian organization with a focus on human rights that provides emergency and long-term medical care to vulnerable populations while fighting for equal access to healthcare worldwide. DotW is a small but growing organization with increasing influence in the MdM International Network.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for populations affected by systemic inequities including poverty, lack of access to healthcare, housing and education, conflict, or natural disasters. DotW provides services under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. DotW bears witness to health inequity worldwide. Globally, our network has deep expertise in five main program pillars: sexual and reproductive health and rights; migrants and refugees; mental health; harm reduction; and disaster response.

### Position Summary:

The Grants Specialist will report to the Grants Manager. The Grants Specialist will support multiple stages of the award cycle, from concept note through to final reporting at the end of an award. This will include revising/editing proposal document sections, ensuring all required annexes are complete as required by the donor during proposal/modification submissions, review programmatic reports to ensure they meet donor guidelines, and review budgets of proposed projects to determine reasonableness, allowability and allocability of costs.

### **Essential Position Responsibilities:**

- Review and revise/edit new proposal/modification document drafts.
- Review donor report documents (i.e., semi-annual program reports).
- Review grant award detailed budget expenses to conduct cost analysis.
- Manage submission of proposals, reports and other compliance requirements through donor agency online systems.
- Manage project workflow, calendars, and electronic files.
- Draft partner MoUs and special reporting templates.
- Other duties as applicable and needed.

### Required Knowledge and Experience:

- Experience working with USAID, US Department of State, HHS and/or other US agencies, and NGOs working in health/humanitarian and emergency settings.
- Knowledge and experience with the proposal development process for USG funding and an understanding of the contents of the proposal package content(s).
- Understanding of basic financial accounting and the USG financial reporting systems.
- Familiarity with ADS 300 and 2 CFR-200 rules & regulations is essential.
- Ability to meet short deadlines is critical, and willingness to work non-standard hours on occasion when

- necessary, particularly during busy periods.
- Experience in researching (new) funding opportunities.
  - Ability to support the development and review of compliance training materials.
  - Languages: Fluent spoken and written English required; working knowledge of or fluency in French is a bonus.

**Availability:** Immediate

**This position will be remote. Candidates based on NYC or Washington, DC are highly desirable.**

Salary is commensurate with experience. Doctors of the World offers a competitive benefits package including medical and dental insurance, a 403(b) retirement plan with employer contribution, flexible spending account, and a generous paid time off policy.

**To Apply:**

Send cover letter, resume and salary requirements to *jobs@doctorsoftheworld.org* with “**Grants Specialist**” in the subject line. Visit our website, [doctorsoftheworld.org](http://doctorsoftheworld.org) for more information about the organization. No phone calls, please.

Doctors of the World USA is an Equal Opportunity Employer and strongly encourages Black, Indigenous, People of Color, women, disabled and LGBTQ people to apply.