



Organisation Description

About FILE:

Founded in 2018, the Stichting Foundation for International Law for the Environment (FILE) is the major philanthropic initiative working to tackle climate change by scaling up environmental legal action globally.

Driven by the urgent global transition to a zero-carbon society, FILE funds world-leading global partners to deliver pioneering legal actions and emblematic precedent-setting cases with the aim of keeping global warming below 1.5 degrees. Our grant portfolio includes workstreams that cut across the natural systems including: Just Energy Transition; Land Use; Sustainable Finance; Future of Environmental Law; and Nature.

FILE supports the development of a strong, diverse and empowered ecosystem of partners, enabling the co-development of strategy to collectively make a meaningful impact on climate change and the protection of biodiversity. We seek to grow the field, while increasing diversity, and facilitate successful legal outcomes through access to key research, capacity building, knowledge sharing, strategic communications and campaign alignment and learning.

Position

Job Title: Grants Manager

Reports to: Head of Grants Hub

Location: Homebased/ London (Regular presence in the London office required, when Covid restrictions allow)

Salary: Highly competitive

About the role:

The Grants Manager will play a significant role within the Grants Hub, a growing team at FILE. This role will lead the process of all aspects throughout the grant management lifecycle as well as coordinate with colleagues in the Portfolio teams, Field Building, Learning & Impact, Finance and Operations and with the partner organisations. The role will be the key point of contact on all grants-related issues internally and externally. Along with other members of the Grants Hub, it will seek to safeguard funds, manage risk, monitor progress, support partnerships and enable impact, both for the benefit of FILE and grantees.

This is a unique opportunity to support world-leading non-profit partners in delivering strategic legal interventions to impact. We are looking for a candidate who is excited at the prospect of working for a dynamic and fast-growing organisation with a mission to solve the climate crisis.

Key responsibilities:

- Grant Management – Manage a dedicated grant portfolio throughout the grants cycle, including due diligence, approval, contracting, monitoring, evaluation and grant closure. Serve

as the key point of contact for prospective and existing grantee enquiries, coordinating with FILE cross-portfolio colleagues.

- Grant proposals – Oversee due diligence, compliance and risk assessment including internal reviews, interactions with Legal and Finance Experts, supporting grantees through proposal process, and project managing timelines and deadlines. Review and provide feedback on grant proposals to the legal team, co-developing suitable grantmaking and management approaches in line with risk review.
- Organisational sustainability / effectiveness – Assess and track the sustainability profile of partner organisations and make recommendation to approaches that support partner organisations’ sustainable organizational development, in consideration of risk review and in close collaboration with Legal and Field Building teams.
- Grant administration – Lead the internal processes of contracting, payment approvals and tracking financial disbursements. Lead on all grantee communication regarding grant agreements, payments and reporting.
- Performance & outcome monitoring - Effectively monitor the progress and outcomes of projects and grants together with the Legal and Impact and Learning teams. This will include the management of reporting requirements, and supporting the evaluation, impact and learning processes. Together with the legal team, lead internal portfolio and grants performance assessment process including progress against indicators and deliverables, use of funding, overall impact tracking and risk management. Support effective portfolio reporting to key donors.
- Portfolio management and compliance – Support the development of portfolio budgets to the legal team, with responsibility for monitoring / updating the grants budget pipeline and forecast in collaboration with Finance team. Ensuring grant management and financial compliance requirements are understood and adhered to across portfolio, and supporting the Head of Grants Hub in developing and reviewing internal controls, policies and procedures.
- Partnership building – Manage and cultivate partnerships with grantees through responding to grant queries, regular check-ins, contractual management and support organisational sustainability and development.
- Knowledge Management and learning – Actively support the development, adoption and consistent execution of Grants Management policies, procedures and systems. Continuously facilitate cross-portfolio knowledge learning and sharing between teams and amongst grantees.

The Talented Individual

- Experience of grant management, and implementing / managing grant-making protocols required. Experience of legal strategies, campaign or advocacy desirable.
- A university degree in a related field including law, political science or environmental science. Postgraduate degree in a relevant discipline desirable.

- Outstanding partnership management skills, with the ability to establish and manage collaborative internal and external partnerships. Experience in existing networks in the non-profit climate field desirable.
- Excellent budget and financial management skills, including experience of due diligence and risk management
- Experience in evaluating impact, grant performance, financial reports and proposal budgets is required.
- Excellent analytical and quantitative skills, with the ability to assimilate and digest large volumes of information.
- Outstanding and demonstrable English written and communication skills. You will be able to present information in a compelling way through proposals, memos and PowerPoint presentations. Knowledge of other languages including Spanish, Portuguese, Mandarin advantageous.
- Ability to work unsupervised, a motivated self-starter, with robust problem solving and multi-tasking skills.
- Excellent attention to detail and strong organisational and project management skills, with the ability to be flexible as priorities and needs change.
- Experience in or knowledge of the global land use or energy sectors, or how they are financed, is desirable.

Applications

Please send us your CV and covering letter explaining your interest in joining FILE and the contribution that you think you could make in this role. Please clearly identify the role that you are applying for in the email title. All applications should be sent to careers@filefoundation.org.

This role is open for applications immediately, closing date Friday 30th July 2021. Should you have any questions, please email the careers mailbox for the attention of Keeley Hewitt

Diversity & Inclusion

FILE is committed to challenging inequality and values diversity in all areas of life. We firmly believe that we are strengthened by the diversity of our staff. We actively work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. FILE strongly encourages applications from people of all cultures, backgrounds and experiences, particularly those from under-represented or historically disadvantaged communities.