



## Subgrant Manager

**Synergía - Initiatives for Human Rights** is a human rights nongovernmental organization. While the organization has been established in 2017, its team of human rights defenders based in the US, Latin America, Africa, and Europe has been leading in the field for almost two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated, with a range of programs that address violations that are motivated by one’s sexual orientation, gender identity, and/or gender expression (SOGIE). Synergía partners with local lesbian, gay, bisexual, transgender, and intersex (LGBTI) civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for LGBTI persons’ human rights across Latin America and the Caribbean, West and Central Africa, and the Middle East and Northern Africa. Synergía blends capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Subgrant Manager**. Reporting to the Director of Programs, the Subgrant Manager is responsible for providing oversight and support related to the administration and management of subgrants at Synergía. Specifically, the Subgrant Manager will provide day-to-day oversight of all steps related to issuing, managing, and closing subgrants – involving the Synergía leadership team and program team at various stages in these processes. The position will be a resource for staff as it relates to compliance issues and questions in connection with donor regulations.

### **Essential Duties and Responsibilities:**

The Subgrant Manager:

- Leads the development and communication of subgrant solicitations, including establishing priorities, budget limits, and timelines.
- Participates in reviews of subgrant solicitations, in close coordination with relevant members of the Synergía leadership, programmatic, and finance teams.
- Leads the drafting of subgrant agreements and all subgrant agreement modifications, working directly with appropriate programmatic staff.
- Collects and maintains organizational information – including compliance checks and banking information – for all subgrantees.
- Ensures timely funding disbursements to subgrantees throughout the duration of their subgrant agreements.
- Provides support to subgrantees to meet narrative and financial reporting requirements, when needed.
- Manages the receipt and review of subgrant reports according to subgrant agreement timelines, in close coordination with relevant members of the Synergía leadership, programmatic, and finance teams.
- Maintains Synergía’s subgrant system, with an eye toward continuously improving systems, implementing protocols and controls to ensure responsible management of funds and clear reporting of all revenue and expenditures.
- Other duties related to the furtherance of Synergía’s objectives, as assigned.

**Qualifications.**

A successful candidate must have:

- A Bachelors' Degree, foreign equivalent, or equivalent combination of education and experience.
- At least three years' experience in roles with a strong focus on managing subgrants from diverse geographic and thematic contexts; experience in LGBTI-related subgranting, preferred.
- Demonstrated commitment or experience to human rights, women's rights, sexual rights, LGBTI rights.
- Very strong English writing and editing ability; proficiency in other Synergía working languages (i.e., French, Spanish or Portuguese) is preferred.
- Excellent organizational, analytical, and math skills.
- Ability to work remotely with little on-site support.
- Be detail-oriented and have the ability to multi-task.
- Excellent knowledge of the Microsoft 365 suite of programs.
- Ability to work in multicultural environment.
- Ability to travel internationally, preferred.

**Compensation.**

The salary will be commensurate with experience. Synergía – Initiatives for Human Rights offers its employees excellent benefits including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. Benefits may vary depending on the location of the candidate.

**Location:** remote.

**To apply:** email a cover letter, together with a resume, and two references to [contact@synergiahr.org](mailto:contact@synergiahr.org) by February 28, 2023. Indicate in the subject line "Subgrant manager." **Only candidates selected for an interview will be contacted.**

*Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.*