



Grants & Awards Manager

NYC-Hybrid

ABOUT PURE EARTH

Pure Earth is a growing international nonprofit addressing one of the most urgent yet solvable global health crises, toxic pollution and its profound impacts on human health. We specialize in preventing lead and mercury exposure, deploying innovative, evidence-based solutions in low- and middle-income countries worldwide. Our initiatives not only protect vulnerable children and communities today but also build sustainable systems to ensure lasting change for future generations.

Recognized globally for our impactful programs and leadership on these issues, Pure Earth enjoys strong partnerships with governments, renowned philanthropies, and leading international development institutions. Our credibility is underscored by top ratings from nonprofit evaluators such as Charity Navigator and Candid/GuideStar.

With new multi-year funding, Pure Earth is scaling up proven interventions, establishing new country offices, and broadening cross-sector collaborations. At Pure Earth, you will be part of an agile, passionate team that swiftly translates science and innovation into meaningful action. Your contributions will yield measurable outcomes, transforming lives around the globe.

POSITION SUMMARY

The Grants & Awards Manager will be responsible for overseeing the full lifecycle of award and grants management, with a particular focus on Pure Earth's large, complex, multi-year, multi-country awards from philanthropic entities and other donors. The Grants & Awards Manager will be managing both grants to Pure Earth from donors AND grants from Pure Earth to awardees and grantees.

The role requires strong skills in compliance, financial tracking and reporting, stewardship and coordination with program staff globally. The Grants & Awards Manager will serve as the key point of contact between Pure Earth's programs, operations, communications, technical support and research departments to ensure awards and sub-awards are reported with accuracy, timeliness, and transparency, and key donor stewardship activities are conducted effectively and efficiently.

JOB RESPONSIBILITIES

Award Administration & Compliance

- Manages the full award lifecycle, from agreement / sub-agreement award to closeout, ensuring adherence to donor requirements and organizational policies.
- Monitors agreements and sub-agreements for compliance with donor regulations (e.g., philanthropy, corporations, World Bank, bilateral donors).

Reporting, Communication, Stewardship

- Tracks and manages awards and subaward reporting and deliverable timelines, payments, and reporting requirements, flagging upcoming deadlines and following up with relevant team members to ensure timely completion.
- Coordinates and/or prepares timely, high-quality narrative reports and presentations for donors.
- Coordinates financial reports in close collaboration with the Finance department
- Liaises with country program teams and relevant sub-awardees as appropriate to collect operational, financial and contractual data, outcomes, and impact stories for donor reporting.
- Maintains clear communication with donors on reporting schedules, modifications, and requests.
- Ensures the accurate and timely submission of award and sub-award payments, working closely with the Operations and Program Departments.
- Prepares internal grant-related financial reports and dashboards for the senior leadership team.
- Responds to ad hoc data and documentation requests and needs.
- Creates and manages electronic award files and award-making materials for team meetings.
- Supports the Development and Programs Departments, including country offices, on key stewardship activities including the coordination of site visits and update meetings.

Systems & Process Improvement

- Maintains and collaborates on award management systems, processes and calendars.
- Streamline processes for award tracking and reporting of large complex, multi-year, multi-country awards.
- Trains and supports program staff on donor compliance and reporting schedules and standards.
- Maintains and monitors internal awards and sub-awards/subcontracts workflow to ensure accuracy, timeliness, and alignment with organizational processes.
- Assists in preparing materials and logistics for internal meetings, including board and grant committees.
- Tracks team-wide deadlines for awards and sub-awards reports, payments, and milestones; maintain status checklists and ensure all deliverables are met.
- Documents and synthesize meeting notes, producing clear summaries and follow-up action items to ensure effective communication and accountability.
- Assists with other projects and tasks as directed by the Vice President of Programs.

QUALIFICATION

Required

- Bachelor's degree required; advanced degree preferred (international development, public administration, public health, or a related field).
- 5–7 years of experience in award and sub-award management with international NGOs or similar organizations.
- Demonstrated knowledge and interaction history with major donors, such as philanthropic foundations, UN agencies, development banks, corporate donors, and bilateral agencies.
- Excellent writing, editing, and communication skills.
- Proven track record of working independently, managing multiple priorities, and delivering high-quality work under tight deadlines.

- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Cross-cultural competency and experience working with international teams.
- Proficiency in Microsoft Office Suite (SharePoint, Teams, Word, Excel, etc.) required

Preferred

- Experience with awards management or accounting software, including Salesforce and SageIntacct, preferred.
- Fluency, written and spoken, in French or Spanish, preferred.

WORK ENVIRONMENT:

Hybrid work model. Employees are expected to work in the NYC office on Tuesdays and Wednesdays, with the option of working remotely on other weekdays. Occasional weekends, late nights or early mornings to accommodate global time zones with overseas teams may be required.

PAY TRANSPARENCY

This role is classified as L4 and the salary for this position ranges from \$80,000 to \$96,900. Additional compensation may be considered for highly qualified candidates. This position is eligible for benefits, including medical, dental, and vision benefits, paid holidays, paid sick time, paid parental leave, 401(k) plan participation, life and disability insurance.

EQUAL OPPORTUNITY EMPLOYMENT AND REASONABLE ACCOMMODATION

It is the policy of Pure Earth to provide equal opportunity for all qualified persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender or gender identity, age, national origin, veteran status, disability, sexual orientation or any other protected status. We provide reasonable accommodations to applicants with disabilities. If you require accommodation to complete the application or interview process, please let us know when you are contacted for a screening or interview.

This job description may be revised and updated as required to meet organizational objectives.