



International Business Innovation Association (InBIA)

## **Programs and Grants Manager**

### Position Description

#### **About InBIA:**

InBIA is a global nonprofit with over 1,200 members that lead entrepreneur support organizations (ESOs) in 32 countries. For close to 40 years, InBIA has provided industry best practices through education while enabling collaboration, mentorship, peer-based learning and the sharing of innovative ideas for entrepreneurs across the globe. InBIA is the premier organization for business incubators, accelerators, coworking spaces and other types of ESOs.

#### **Opportunity:**

InBIA seeks a new addition to the team to manage InBIA's portfolio of grant-funded programs, beginning immediately. The Programs and Grants Manager is a grant-funded position and will be responsible for ensuring the successful execution of InBIA's grant-funded programs in a manner that meets grantor requirements and achieves InBIA's strategic and financial goals. This role will also include management of specific InBIA programs that align with the grants, including the Soft Landings community of practice. The ideal candidate will bring a track record in successfully securing, executing and managing grants from both government agencies and philanthropic organizations; competencies in project management; and the ability to thrive in a fast-paced, entrepreneurial environment.

#### **Position Summary:**

The Programs and Grants Manager will report directly to InBIA's President and CEO and have responsibility for the successful implementation, compliance and reporting for InBIA's portfolio of grant-funded programs to include the La Idea Incubator Program, funded by the United States Department of State, a program focused on supporting internationalization

opportunities for Central American entrepreneurs in the U.S., (<https://inbia.org/la-idea-incubator-program/>) and the Fluency Score Pilot Program, funded by JP Morgan Chase, a program focused on developing a framework to measure entrepreneur performance in accelerators (<https://fluencyscore.com/>), and two grants with the Ewing Marion Kauffman Foundation.

This position will contribute to several areas of the organization, with principal focus on the following duties:

**Principal Responsibilities:**

- Executing, coordinating and tracking of work effort (from self, staff, subcontractors and InBIA members) to ensure the satisfactory completion of grant-funded program deliverables.
- Thoroughly understanding all grant program requirements to ensure compliance with grantor's rules and regulations and timely submission of required reports and deliverables.
- Tracking expenditures to meet grantor deliverables, program budgets and InBIA's annual financial goals.
- Serving as a liaison between InBIA and grantors, providing status updates as necessary.
- Preparing and submitting, as necessary, grant contract amendments, extensions and associated budget modifications.
- Supporting InBIA's financial reporting and auditing, particularly for activities associated with grant-funded programs.
- Growing InBIA's Soft Landings community of practice to meet InBIA's annual financial goals.
- Leading efforts to identify and submit proposals for new grants in line with InBIA's mission and goals.
- Participating in and supporting InBIA convenings.
- Performing other related duties as required.

**Required Competencies:**

- Strong skills in coordinating colleagues and managing processes and timelines with a proven ability to ensure program deliverables on time and under budget.
- Ability to work independently as an individual contributor; manage multiple priorities; function effectively in a fast-paced entrepreneurial environment; and make prudent decisions.

- Excellent communication skills, including strong writing, presentation and interpersonal skills, especially when working with individuals from different cultures in situations requiring tact/diplomacy.
- Personal credibility and willingness to contribute to a team and help other colleagues when required.
- Working knowledge of generally accepted accounting principles.
- Attention to detail and effective organizational skills.
- Ability to speak and read Spanish a plus.

**Required Qualifications:**

- Minimum of three years of experience in managing grant-funded programs and proficiency in complying with uniform administrative requirements, cost principles, and audit requirements for federal awards.
- Bachelor's degree, or equivalent years of experience, with a preference for a concentration in accounting or finance.
- Experience as an entrepreneur or with entrepreneur serving organizations a plus.

**Compensation:**

- Compensation commensurate with experience within a range of \$27-33 per hour.
- A full range of employee benefits is offered.

Qualified candidates are encouraged to share an expression of interest, via email, to InBIA's President and CEO, Charles Ross at [cross@inbia.org](mailto:cross@inbia.org).