



## Job Opening – Senior Grant Officer

**Date posted:** 16.07.2021

**Work location:** Oslo, Norway

**Job function:** Grant Management

**Job type:** Permanent, Full time

### About EAT

EAT is an international non-profit organization founded by Stordalen Foundation, Stockholm Resilience Centre and Wellcome Trust, and works towards catalyzing a global food system transformation. Our vision is a fair and sustainable global food system for healthy people and planet – leaving no one behind. The organization connects and partners across science, policy, business and civil society to transform the global food system through sound science, impatient disruption and novel partnerships. Please visit [EAT's website](#) for more information about our organization and the work we do.

We at EAT are currently strengthening our Finance function and are looking for a high performing Senior Grant Officer who is structured and analytical and has the ability to connect with all levels of our organization and external stakeholders.

### Organizational Placement

The Senior Grant Officer reports to the Director of Finance and is part of our Finance and Admin team.

### Key tasks and responsibilities

- Manage and maintain EAT's portfolio of grants
- Advise on grant issues, donor compliance and adherence to donor rules and regulations
- Maintain an overview of donor requirements and upcoming deliverables (internal and external deadlines) and ensure donor compliance throughout project cycle and close out
- Coordinate and ensure finalization of high-quality external reporting, make sure EAT meets all application, renewal and reporting criteria for grant funding
- Responsible for grant policies, processes and tools and for ensuring proper document filing
- Prepare and monitor budgets together with the Director of Finance and project teams
- Review grant proposals in coordination with grant writers
- Prepare grant and project agreements, lead on negotiation and finalization with external partners
- Point of contact for donor communications related to grant management
- Stay updated on existing funder priorities and support the development of strategies to maintain current funding and secure new grants

## **Personal profile**

- Key qualifications
  - Relevant higher education (Bachelor level or higher)
  - Demonstrated experience in grant management (minimum 5 years)
  - Fluency in English is required
  - Advanced digital tools skills (Office 365)
- Key skills
  - Structured individual with strong analytical and problem-solving skills
  - Ability to work independently and in teams – connecting with all levels of the organization
  - Strong in written and verbal communication, with the ability to provide relevant information to external and internal stakeholders
  - Ability to think holistically and to see the big picture
  - Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
  - Ability to perform in cross-functional team approach and job responsibilities
  - Positive to work in an international and high paced environment

## **Additional Information**

In addition to being part of a global platform for fair and sustainable food systems, EAT offers a fair salary and competitive benefits package including pension, workers compensation/occupational injury and travel insurance. Our offices are centrally located in Oslo.

## **Contact details**

All application material and inquiries regarding the position should be in English and directed to [cv@eatforum.org](mailto:cv@eatforum.org) with “Senior Grant Officer” in the subject line. Please include resume and cover letter with your application.

## **Application deadline**

Date: 10.08.2021