



Grants Manager – Environmental Health and Tobacco Control

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

The Grants Manager (GM) will be responsible for all financial, contractual, and logistical aspects of the Environmental Health program and assist with the financial management of the Tobacco Control program. Both programs are grant-funded, and the GM will be responsible for grants management and financial reporting. The program will entail establishing and managing contracts with multiple governmental and nongovernmental agencies. The Grants Manager will collaborate with technical staff and facilitate the technical work of the program. The incumbent will report to the Program Director and the Deputy Director, Budget and Grants Management. The position is based in the Vital Strategies North America office in New York City.

Specific Duties:

Financial Management

- Maintain an up-to-date program budget, monitor expenses, and forecast availability of funds;
- Prepare accurate quarterly financial reports;
- Provide financial information to senior staff.

Contracting

- Negotiate sub-contracts;
- Provide orientation to contractors on matters related to their contracts and accounting requirements;
- Manage contracts and agreements;
- Review financial reports from contractors, ensure they are completed according to grants reporting requirements and are submitted in a timely manner;
- Conduct financial assessment or reassessment of contractors as needed.

General

- Conduct onsite visits to ensure financial documents are in place and that funds are spent according to the activities and budget in the agreement;
- Perform other duties as assigned.



Qualifications and skill set:

- BA Accounting or related degree
- Minimum of 3 years' experience in accounting and finance, preferably international experience within a non-profit or similar setting
- Advanced expertise in MS Excel including proficiency in using pivot tables
- Strong analytical and communication skills

How to Apply

Please send your CV and a cover letter, including your salary requirements to hr@vitalstrategies.org, indicating the position in the subject line.

Closing date for applications: **October 5, 2018**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.