

Deputy Director, Budget and Grants Management

Vital Strategies

Vital Strategies (VS), 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

Vital Strategies is seeking qualified candidates for the position of **Deputy Director, Budget & Grants Management**. The post will supervise five Grants Managers. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

Specific Duties:

Reporting to the Senior Vice President, Finance and Administration:

- Develop stronger business process, tools and policies train staff on grants management systems
- Train the Grants Management team on Federal funds management
- Review all donor reports (Financial and narrative) before submitting to SVP
- Establish strong monitoring and reporting system for all projects
- Standardize internal reports to program leads and senior staff
- Develop the NICRA for VS annually
- Act as financial lead on proposal submission
- Track revenue recognized- received and receivable
- Prepare Analytical reports as required
- Strengthen Grants Management documents-SOP
- Assist SVP in the development and analysis of organizational budget
- Prepare Board material as needed for CFO
- Prepare Analytical reports from accounting database
- Other task assigned by SVP as required

Qualifications and skill set:

- Masters' Degree in related field from a recognized University minimum of ten years of experience in grants management
- Advanced expertise in MS Excel including proficiency in using pivot tables
- Expertise in PowerPoint to prepare material for SVP and CFO
- Federal Grants Management experience is required
- Strong analytical and communication skills
- Strong people management skills
- Nonprofit background and experience is a must

How to apply:

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

Closing date for applications: **November 30th**. 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.