

## Grants Manager – Mayor’s Challenge

### 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](http://www.vitalstrategies.org) to find out more about our work. VS is an independent affiliate of The International Union against Tuberculosis and Lung Disease (The Union).

### **The Position**

Vital Strategies is seeking qualified candidates for the position of **Grants Manager – Mayor’s Challenge**. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

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.

### **Specific Duties:**

The Grants Manager will be responsible for all financial, contractual, and logistical aspects of the Mayor's Challenge program. The program is 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. It will also entail supporting or hiring staff to be embedded within government agencies. The Grants Manager will collaborate with staff and facilitate fiscal and operational work of the program. The incumbent will report to the Senior Vice President Finance, Accounting and Grants.

### **Major Duties and Responsibilities:**

#### **Financial Management**

- Maintain an up-to-date program budget, monitor expenses, and forecast availability of funds;
- Prepare accurate quarterly financial reports;
- Review all reports received from partners
- Closely monitor expenses for the program
- Provide financial information to senior staff.

#### **Contracting**

- Negotiate sub-contracts;

- Provide orientation to partners 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.

#### **Assist in hiring resources for the cities**

- Identify mechanism of hiring in each jurisdiction in which the program operates;
- Create administrative processes for hiring and managing resource.

#### **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:**

- Superb written and verbal communication in Spanish is required, Portuguese preferred
- Ability to translate contracts from English to Spanish, as required
- Ability to correspond with stakeholders in Spanish, as required
- MPA, MBA or other related degree
- Strong knowledge of Excel, including pivot tables is required
- At least 5 years' experience of financial grants management is required
- Strong budgeting and accounting skills
- Excellent communication and writing skills
- Willingness to travel internationally
- Authorization to work in the United States
- Ability to work independently

How to apply:

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) by **Monday, July 31st** indicating the position applied for in the subject line.