



## Grants Manager – Environmental Health and Operations

Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated 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.

### 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 Operations budget. The program will entail establishing and managing contracts with multiple governmental and nongovernmental agencies. The GM will collaborate with technical staff and facilitate the technical work of the program. The incumbent will report to the Deputy Director, Budget and Grants Management, with dotted reporting lines to the Senior Vice President, Environmental Health and the Chief Operating Officer. The position is based in the Vital Strategies North America office in New York City.

### Key responsibilities

#### Financial Management

- Maintain an up-to-date program budget, monitor expenses, and forecast availability of funds;
- Prepare cost, variance and cashflow analyses;
- Prepare accurate quarterly financial reports;
- Maximize the use of NetSuite ERP for analysis of operational expenses;
- Work with divisional leads on budget proposal and annual budget development;
- Provide financial information to senior staff.

#### Contracting

- Work with program lead to negotiate sub-contracts;
- Provide orientation to contractors on matters related to their contracts and accounting requirements;
- Manage the financial aspects of 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;
- Monitor compliance with donor requirements and internal procurement policy
- Perform other duties as assigned.

## Qualities and Qualifications

- BA Accounting or related degree
- Minimum of 5 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
- Strong capacity building skills

## How to Apply

Please send CV and a cover letter, including your salary requirements to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **February 8<sup>th</sup>, 2019**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees 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 partners; 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.