



## Grants Manager-Research Division

### 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, research, epidemiology and surveillance, and other core public health capacities. Our specific programs include research and development, 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.

#### **TREAT TB:**

An estimated 10 million people became ill with tuberculosis (TB) in 2017, and TB remains the leading cause of death worldwide from a single infectious agent. In 2017, 1.7 million people died from TB, more than HIV and malaria combined.

TREAT TB (Technology, Research, Education and Technical Assistance for Tuberculosis) is a global project that is using research and knowledge-sharing to progress the fight against TB. TREAT TB is funded by USAID and is implemented by the Research Division of Vital Strategies, along with a number of partners. The International Union Against Tuberculosis and Lung Disease (The Union) was the initial implementer of TREAT TB and continues to be Vital Strategies' principal technical partner for all TREAT TB activities. Other key partners include the Medical Research Council at University College London, the Liverpool School of Tropical Medicine and the Institute of Tropical Medicine in Antwerp.

For more information: [www.treattb.org](http://www.treattb.org)

#### **The Position**

The Research Division of Vital Strategies is seeking qualified candidates for the position of **Grants Manager**. This is a full-time position based in New York City. Applicants must have a valid work permit to work in the United States.

#### **Specific Duties**

##### **1. Subaward management**

- Serve as point person for and manage all aspects of an international portfolio of subgrants, as assigned by line supervisor(s).
- Work with assigned subgrantees to develop and negotiate budgets and budget revisions as needed throughout the life of the project.

- Work with assigned subgrantees and Division/Vital Strategies legal counsel to develop and finalize new agreements and amendments. Ensure appropriate terms and conditions are incorporated into new/amended agreements to comply with USAID mandatory provisions, other donor requirements and applicable laws and regulations.
- Develop template agreements and forms for use with subgrantees
- Review financial reports from subgrantees, and ensure they are completed according to Vital Strategies and donor requirements
- Ensure overall compliance by assigned subgrantees with subaward agreements and applicable laws/regulations, including submission of reports, compliance with USAID mandatory provisions, and other donor requirements
- Review payment requests and invoices from subgrantees and liaise with the Vital Strategies finance department to ensure payment processing
- Continuously monitor subgrantee compliance as necessary and agreed with line manager(s)
- Close out subawards
- Provide technical assistance to subgrantees as needed on budgeting, financial management and reporting

## **2. Financial Monitoring**

- Financial monitoring and management of all assigned sub grantees
- Conduct risk assessment for new and existing subgrantees and support the development of annual/multi-year monitoring plans to continuously monitor risks of the grant portfolio
- Review and support development of subgrantee policies and SOPs required to ensure compliance with subawards, applicable laws and donor requirements
- Review and analyze audit reports for subgrantees
- Where requested and agreed with line manager(s), conduct site monitoring visits to ensure sound fiscal controls and compliance with subawards and legal and donor requirements.
- Prepare review reports to document findings from site monitoring visits. Ensure follow up and resolution of site monitoring visit findings in timely manner.
- Provide guidance to assigned subgrantees for strengthening their financial management systems
- Maintain complete grant and financial files and store all relevant files in organization's electronic data system.
- Provide support to the Vital Strategies Finance department in connection with the assigned subgrantees and other matters, as needed
- Develop tracking and monitoring tools and processes
- Create and maintain budget vs. actual reports and other analyses for review by Division management
- Analyze and monitor allocations of obligations, funds and expenses

### **3. Other Responsibilities**

- Provide budget projections for subgrantees and donors, as and when required
- Assist in the modification, development, enhancement of grant management systems and processes within the Division and the organization
- Provide monthly cash flow projections to the Finance department
- Respond to general audit queries for assigned sub-awards as necessary
- Attend all Research Division and Finance department meetings.
- Assist in reviewing accounting entries
- Perform other duties as assigned by line manager(s)

### **Qualities and Qualifications**

1. BA business, accounting or similar
2. Minimum 5 years' experience in grants management, preferably within a non-profit or similar setting
3. Must be willing to travel internationally, as requested by line manager(s)
4. Experience of working with grants or contracts funded by Federal Government will be considered a significant plus.

### **How To Apply**

Please send CV, and cover letter including salary expectations to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **May 12, 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 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.