

## Helen Keller Intl JOB ANNOUNCEMENT

### Senior Manager, Grants & Contracts

*New York, NY or Washington, DC preferred;*

*Other locations in the US or countries where Helen Keller has a presence will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Senior Manager, Grants & Contracts to manage their own portfolio of awards to support project teams throughout Helen Keller's programming areas at all stages of the grants and contracts life cycle by advising on proposal strategy, ensuring sound grant and contracts management, timely financial reporting, and oversight of sub-grant awards as well as analysis of agreements and contracts with a varied portfolio of donors including USAID, CIDA, Gates, DFID, EU, etc.

This position will contribute to a collaborative effort to continually develop and refine policies and procedures supporting Helen Keller's administration and management of grants, sub-grants and contracts; and the implementation of grants management operations to ensure compliance with legal and donor requirements across programs.

### Functional Relationships

Reporting to the Senior Director, Grants & Contracts, the Senior Manager collaborates closely with Project Directors, Chiefs of Party, Country Directors and other senior staff in country offices and global management. External collaboration includes representatives of donors, and non-governmental organizations partnering on projects.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

### Specific Responsibilities

#### Donor Agreement and Subaward Management

- Oversee technical, legal, financial, and administrative components of grant management for assigned portfolio, which will include large complex awards.
- Coordinate and oversee launch of new awards, as assigned, with all Helen Keller stakeholders to ensure a common understanding of all the elements of compliance.
- Maintain oversight of assigned portfolio by recording the status of grants, forecasting and tracking grants and program budgets.
- Ensure grant award letters, agreements and contracts incorporate standard terms and conditions. Participate in ongoing review and revision of standard terms to incorporate improvements and ensure compliance with changing regulatory environment.
- Write and review memoranda of understanding, teaming agreements, contracts, and sub-agreements, and contracting officer approval letters.

- Ensure that sub-grant agreements are developed according to donor requirements and Helen Keller Intl policies and procedures and are being effectively monitored.
- Monitor ongoing business risks by representing compliance perspective in programmatic conversations and flagging issues for discussion with G&C colleagues.
- Assist in trouble-shooting issues as they arise; respond to questions/inquiries from donors.
- Manage and oversee the close-out of completed projects.

#### Proposal Development and Support

- Provide input to formative discussions with other Helen Keller Intl units on proposal strategy with focus on agreement mechanisms, pricing methodologies, compliance issues, and sub-award management.

#### Knowledge Management, Systems Development and Training

- Collaborate with colleagues to continuously refine and implement guidelines, procedures, standards, work processes, manuals, metrics and methodologies for a successful and comprehensive grant management system.
- Contribute to ongoing efforts to systematically improve the accuracy and efficiency of award management including contributing to internal Award and Subaward Management Systems to help ensure integrity of the data for assigned portfolio that provides budget and grant award information to ensure the effective management of awards.
- Provide all donor terms and conditions within the Award Management System and track modification information and contractual documentation.
- Stay abreast of new donor regulations and assist in integrating new regulations into Helen Keller policies
- Provide advice and training to program and technical staff to build their understanding of the terms and conditions of grants and contracts to ensure that programs are delivered with minimized compliance risk; and work collaboratively with regional office staff to train and build capacity of local national staff.
- Develop and deliver on-site and off-site training (formal and informal) of staff in HQ and field offices.
- Travel to Africa and/or Asia (2-3 times per year) to train and support colleagues and monitor compliance.

#### **Qualifications**

- Minimum 7-10 years directly relevant work experience plus Master's Degree in business administration, grants/contracts management, finance, accounting, public administration or related field; or equivalent combination of education and experience.
- Minimum of five years' experience with donor-funded programs in developing countries, preferably with USAID; experience living and working overseas supporting grant and/or financial management responsibilities for a field office strongly preferred.
- Solid knowledge of administrative regulations applicable to assistance and acquisition including 2 CFR 200, 22 CFR 228, USAID Standard Provisions and FAR and AIDAR as applicable.
- Solid knowledge of other donor regulations including other foreign government development agencies, and other multilateral development agencies.
- Certificate in Grants and Contracts Management is a plus.
- Demonstrated understanding of the synergy between the programmatic, operational and financial components of public health initiatives.
- Proven ability to create and maintain effective systems for managing information, and tools for making information accessible and understandable to a broad audience.
- Ability and willingness to work in a decentralized organizational structure with a highly collaborative approach, and in a headquarters culture that sees itself as "of-service" to our country program staff and clients.

- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleagues and to manage conflict.
- Ability to explain complex legal, regulatory, budget and financial information to a broad range of individuals from various backgrounds.
- Experience conducting trainings for field office staff and in-country partners with a wide range of skills and prior knowledge.
- Highly computer literate including very strong Excel skills, and solid knowledge of database management. Experience in the use of various financial software packages and/or manual accounting systems a strong plus.
- Willingness and ability to undertake international travel (approximately 2-3 trips per year).
- Excellent oral and written English language skills; Oral and written proficiency in French is *strongly preferred*.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- An ability to work in challenging and changing environments, to work under pressure with a positive attitude, and to see through challenges to find solutions
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones.
- Helen Keller requires all US-based staff, and all staff who travel internationally to be fully vaccinated against COVID-19, whether or not they have had COVID.
- When community transmission rates of COVID are high, Helen Keller also requires all US-based staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

### **Compensation**

The midpoint of the salary range for this position is \$110,000 with a minimum of \$88,000 and a maximum of \$132,000. Actual base salary will vary based upon, but not limited to, relevant experience, base salary of internal peers, and business specialty.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [HKL.Recruitment@hki.org](mailto:HKL.Recruitment@hki.org) noting the job title in the subject line. Applications will be accepted until the position is filled.

**Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.*