

## Helen Keller Intl Job Announcement

### Cost & Pricing Analyst

*Flexible US-based or West Africa location where Helen Keller has a country office;  
EST or GMT time zones preferred; other locations will be considered.*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are 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 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

Helen Keller is seeking a Cost & Pricing Analyst with demonstrated experience in proposal budgeting to join our dynamic Business Development Unit.

This position could potentially be hosted in any Helen Keller office in West Africa where the selected candidate would be hired on the local salary scale (grade K) with local terms and conditions.

### Functional Relationships

Reporting to the Cost Proposal Manager, the Cost & Pricing Analyst will be a key member of Helen Keller's Business Development team. To ensure congruity and consistency of financial policies and procedures, the position will also be a member of the Finance department. They will work in close collaboration with Finance and Grants & Contracts staff at both the country office and global levels.

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.

### Key Responsibilities

- Analyze Requests for Applications (RFAs), Requests for Proposals (RFPs), and other types of solicitations. Identify and communicate specific budget requirements for each opportunity to the proposal team so the team lead can ensure they can be met by Helen Keller.
- Develop pricing strategy in response to donor/client expectations.
- Prepare and oversee cost applications – detailed budgets, budget narratives and other financial documentation – for country offices and global technical units in their responses to solicitations from public and private donors.
- Act as a focal point for Finance colleagues regarding budgets for assigned portfolio of proposals.
- Provide guidance and support to partners and sub-awardees during the proposal budgeting process.

- Prepare proposal development schedules and support team lead to ensure they are adhered to.
- Review and file all costing, and pricing data submitted by proposal teams and partners for accuracy and completeness. Review and analyze the cost realism of program activities and support teams to finalize budgets that maintain a balance between program and operational needs while reflecting competitive pricing.
- As needed, develop and verify that donor-specific budgeting and pricing templates are adhered to.
- Finalize budget presentation with required formatting, cost categories, and budget structures in response to donor requirements.
- In coordination with Grants & Contracts staff, review and analyze proposal sub-awardee due-diligence documentation, as applicable. Analyze the financial, HR and management systems of potential sub-awardees to ensure that Helen Keller-led consortiums remain competitive and ready for prompt post-award start-up.
- In coordination with Global Finance review cost applications for compliance with Helen Keller's financial and donor requirements; work with Grants & Contracts on representations and certifications as needed.
- Support Helen Keller in partnership negotiations with prime applicants.
- Review and maintain cost proposal-related records and databases. Curate strategic pricing data and methodologies for specific donors.

## **Requirements**

- Successful track record budgeting for wide range of competitive public and private solicitations, including demonstrated ability to prepare budgets and budget narratives that are effectively and comprehensively tied to the donor requirements and project design.
- Proven knowledge of USAID (including both assistance & acquisition solicitations), GAC, FCDO, UN agencies, World Bank and others. Experience interpreting and applying donor rules and regulations such that cost applications meet donor requirements.
- Strong knowledge of the Federal Acquisition Regulations (FAR) and Cost Accounting Standards is required.
- High level of Excel proficiency is required.
- Experience in providing financial training to Finance and non-Finance staff is highly desirable.
- Excellent oral and written English language skills. Oral and written proficiency in French is preferred.
- Ability and willingness to flex schedule to accommodate availability of colleagues in other time zones.
- Ability and willingness to travel to Country Offices to provide support on complex proposals, up to 10% or as needed during the year.
- Collaborative, flexible, and solution-oriented. Ability to maintain balance when under stress.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.

- Personal commitment to Helen Keller’s mission and goals and the values embodied by our namesake and co-founder: courage, integrity, rigor, and compassion.
- **Education:** Bachelor’s degree in Accounting, Finance, Economics or Business Administration with courses in accounting. MBA or Master’s degree in related field; plus
- **Experience:** Minimum 5 years progressive finance/budgeting experience in non-profit sector, or equivalent combination of education and experience.

## Compensation

In the US, the midpoint of the salary range for this position is \$85,000 with a minimum of \$68,000 and a maximum of \$102,000. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and business specialty.

Outside the US, the local salary scale for a grade K will apply.

## To Apply

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org). Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where 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 for 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.*