



## Manager, Grants Administration and Compliance

Location: New York, NY

### **We believe in a world in which every human life is valued, and health and human dignity are shared by all.**

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

### **We believe change starts with her.**

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

### **We believe in people.**

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

### **Overview**

The Manager of Compliance and Grants Administration, reporting to the Senior Vice President for Programs, will lead organizational accountability of compliance in general, with a specific focus on compliance to donor requirement for all grants and contracts. The Manager will ensure the compliance of all cost proposals and grant budgets in alignment with CMMB's global strategy, finance and internal control procedures and all relevant donor rules and regulations and will ensure all grants administration needs are met. This role is expected to lead strategically on all program compliance matters and will also engage actively in operational activities.

### **Responsibilities**

- Review all grants, contracts, subcontracts, MOUs and similar agreements, and advise the SVP Programs and Country Director on approval, in keeping with Delegations of Authority, to manage and minimize organizational risk.
- Assist and advise Country Offices to ensure full compliance with USG and other donor regulations.
- Oversee implementation of donor-funded grants, contracts, subcontracts and other related agreements, ensuring that all contractual obligations are met, including reporting requirements.
- Support the improvement of internal controls surrounding the financial and administrative aspects of grants management, and provide recommendations to senior leadership for corrective actions regarding compliance issues.
- Work with Country Offices and the Finance Department to ensure effective budget execution.
- Participate in internal reviews and investigations, as necessary.



- Lead the development and implementation of global compliance calendar and all associated requirements and track all major CMMB awards in coordination with Partnerships and Country Offices.
- Maintain and update grant and contract templates which include terms and conditions protecting beneficiaries, CMMB, and third parties, if applicable.
- Work closely with Finance, Programs and Partnership Departments colleagues, and interface as necessary with external partner agencies, on proposal development, implementation, subrecipient monitoring, reporting, and fulfillment.
- Work with the SVP Programs and Country Offices, as well as with the Global Business Development Unit, on proposal development and funding..
- Liaise with Country Directors and program staff to advise on grant/contract compliance issues including financial, payment terms, deliverables, security to ensure compliance and successful execution of grant/contract.
- Assist Country Offices in operational issues such as legal registration, lease reviews, collecting payments due CMMB by major donors or partners, and other administrative or operational matters.
- Lead staff training and orientation on contracts/grants, procurement, and subrecipient processes and policies.
- Write, assist, and/or update internal CMMB policies and procedures (related to grants administration and compliance) in conjunction with Finance, IT, HR, Volunteer Program and/or Country Offices, as appropriate, as well as ensure they meet minimum donor and INGO industry requirements. Assist or take the lead on policies that do not clearly belong to Finance, IT, HR, Strategy, or Volunteer Program.

#### **Required Knowledge, Skills, and Abilities**

- At least 5 years of experience in aspects of grants compliance at the prime and sub-grantee levels for both US Government and other bilateral, multilateral, and restricted grants.
- Demonstrated knowledge of US Government standard contractual/ grant agreements and regulations related NICRA accounting, budgeting, compliance, funding & reporting requirements, including portal submissions such as GrantSolutions.
- Knowledge of US government grants circulars, procurement, and/or contract management as well as their application in real-life.
- Experience participating in the process of submitting and implementing large-scale, complex bids of multimillion-dollar value with proven success.
- Demonstrated analytical and problem-solving skills.
- Excellent writing, editing, organizational and interpersonal communication skills.
- Must be comfortable working for a faith-based organization.

#### **Desired Knowledge, Skills, and Abilities**

- Working knowledge of Spanish and/or French is an added advantage.
- Knowledge of technical areas and terminology surrounding maternal and child health, nutrition, water and sanitation, and HIV/AIDS is desirable.
- Experience working in sub-Saharan Africa and/or international public health.



- Experience in a non-profit organization with an operating budget of at least \$20m.

#### How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).

#### *A message from Bruce Wilkinson, President and CEO of CMMB – Healthier Lives Worldwide*

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Manager, Grants Administration and Compliance is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional and motivated team.

Cheers,  
Bruce