Position: Finance & Grants Manager

Location: Washington DC

About White Ribbon Alliance
White Ribbon Alliance (WRA) is a global network committed to ensuring girls and women realize their right to quality health and well-being by activating a people-led movement for reproductive, maternal and newborn health and rights. Through our extensive network of National Alliances and members around the world, WRA influences policies, programs and practices, harnesses resources, enhances accountability and inspires action.

About the Position
The WRA Global Secretariat is at an exciting moment in the transformation of its operating model to catalyze and align with the strategic plan, theory of change and vision beyond 2020. This position is an essential actor in these efforts, and will have the unique opportunity to work as a partner, change agent and subject expert with leadership and staff of the Global Alliance to shape the structures, process and systems within the new model. Ideal candidates for this position have an entrepreneurial mindset and thrive in a team that is lean and mighty. We are looking for someone with advanced Excel skills who is adept at translating financial data using visual tools and sophisticated analysis to connect with program, portfolio and organizational objectives. This role requires a commitment to capacity building, ruthless attention to detail, the ability to produce high quality work products with little oversight, a high degree of initiative and the technical expertise and judgement to back it up.

- The finance & grants manager will work in partnership with programs & advocacy staff to develop, manage and analyze budgets from proposal to implementation to close out.
- S/he will lead monthly grant and financial review meetings and articulate financial position, trends, risks and innovative approaches within the context of program and portfolio management, including the use of visual dashboards using Excel, Power BI and other tools.
- The finance & grants manager will work with the director and controller to create an operational capacity building agenda and implement formal and informal capacity building initiatives that align. S/he will be committed to learning from others as well as emparting expertise.
- This position will be responsible for ensuring 100% of work plan budgets are adequately resourced and entered accurately into Sage Intacct.
- S/he will be adept at extracting data from budgets and GL reports and transforming it into valuable collateral for timely decision making. S/he will work in close partnership with the controller to ensure consistent treatment financial data from budgeting to reporting and conduct analysis of data across program countries to incorporate actual cost data into planning, management and projections.
- The finance & grants manager will routinely produce and/or review budgets, pipelines, accruals and commitments reports, disbursement requests, cash flow projections and transaction documentation for a wide variety of donors, including foundations, corporations, US government agencies and non-governmental organizations. S/he will partner with the controller and program staff to ensure financial reports tell the story of each program, campaign, portfolio while adhering
to grant compliance requirements.

- S/he will assist in the preparation of cost share plans and track and report cost share monthly, reviewing and approving documentation pursuant to applicable regulatory guidance.
- S/he is responsible for monthly review of subrecipient financial reports to ensure costs are reasonable, allocable, allowable and aligned with budgets and work plans; conducting remote compliance testing and enhancing the fluency of non-finance and finance staff alike to understand the data and how to use it, as well as best practices and compliance requirements and why they matter.
- Utilizing demonstrated proficiency with multiple types of contractual mechanism, this position will support the implementation of White Ribbon Alliance’s new grants management strategy and governance models. Working closely with the director, and other White Ribbon Alliance staff, the finance manager will use knowledge of the body of work, timeline and grantee readiness to make recommendations for the most appropriate instrument, conduct appropriate due diligence, and communicate financial, administrative and programmatic reporting requirements.
- This role will also serve as a key partner to the director in the development and deployment of learning tools that help to staff and stakeholders understand the appropriate requirements, value and use of various contractual instruments.
- S/he will be responsible for monitoring progress of grants and subawards, including drafting of modifications, participation in work planning meetings and translating the same into appropriately resourced budgets.

Qualifications:
We are building a new team and we are lean and mighty. If you are a fit, you are a change agent at your best when you can freely innovate, reflect, learn and adjust. Your energy, sense of humor, judgement and critical thinking skills are second only to your superior technical skills. You are a natural communicator and team player both on and off the field.

- At least eight (8) years of progressive experience in a financial management role in a grant funded non-profit organization with primary activities overseas, ten (10) years or more preferred.
- At least six (6) years of experience in a role responsible for management, administration and monitoring of multiple subawards, preferably to organizations in Africa, Asia and Latin America.
- Advanced skills in quick, accurate and thorough analysis, advanced critical thinking, problem solving and judgement.
- Advanced Excel skills and ability to demonstrate experience in multiyear budgeting, forecasting and modelling.
- Innate ability to analyze and present financial data to non-financial staff within the context of the program and portfolio objectives, facilitate effective decision making and “tell the story” in a compelling way.
- Expert knowledge in the legal distinctions and appropriate application of various contractual instruments used by organizations working in international health, development and rights.
- Fluency in US Government Code of Federal Regulations, reporting and compliance requirements, as well as those of other donors.
- Bachelor’s degree or equivalent experience

Preferred Qualifications
- Fluency in Spanish, Swahili or other languages of National Alliances
- Knowledge of Sage Intacct
- Project Management certification (PMP, Agile, PMDPro)
Critical behavioral competencies to all WRA roles:

- **Self-Awareness:** Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism, is not defensive
- **Self-Development:** Is committed to, and actively works to continuously improve him / herself
- **Agile Learner:** Open to change; experiments and will try anything to find solutions; enjoy the challenge of unfamiliar tasks
- **Self-Administration:** Administratively self-servicing and IT literate
- **Commitment to WRA**
- **Cross Functional / Cultural Collaboration:** Manages and collaborates with cross-functional and cultural teams to establish and achieve common objectives
- **Priority Setting and Tenacity:** Spends his/her time and the time of others on what’s important; remaining focused on executing the organization’s objectives and strategies

Critical behavioral competencies for Managers at WRA:

- **Organizing:** can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner
- **Process Management:** good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can’t; can simplify complex processes; gets more out of fewer resources
- **Relationship Building:** fosters an environment of approachability amongst peers; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaborations; can be candid with peers; can represent his/her own interests and yet be fair to other groups

Instructions to Applicants

Interest applicants should reply to recruitment@whiteribbonalliance.org with the position title in the subject line.

- Resume of no more than two (2) pages in word or PDF format.
- Cover letter of no more than (2) pages in word or PDF format, indicating salary expectations, available start date, why the mission of White Ribbon Alliance is of interest to you, and how you will uniquely contribute to that mission.
- Two (2) references with contact information. If your application is considered for advancement, we may seek additional references.