Position: Finance & Grants Manager

Location: Washington, D.C.
(White Ribbon Alliance’s D.C. office is currently operating 100% remotely due to the COVID-19 pandemic to protect the health and safety of our team, families, communities and essential workers)

Salary Range: $90,000 - $110,000 per year

About White Ribbon Alliance
White Ribbon Alliance 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, White Ribbon Alliance influences policies, programs and practices, harnesses resources, enhances accountability and inspires action.

About the Position
The White Ribbon Alliance 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.
- She/he/they 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. She/he/they will be committed to learning from others and emparting expertise.
- This position will be responsible for ensuring 100% of work plan budgets are adequately resourced and entered accurately into Sage Intacct.
- She/he/they will be adept at extracting data from budgets and GL reports and transforming it into valuable collateral for timely decision making. She/he/they 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, U.S. government agencies and non-governmental organizations. She/he/they 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.

- She/he/they 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.
- She/he/they 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 mechanisms, 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.
- She/he/they 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 U.S. 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)
Core Competencies at White Ribbon Alliance

Core competencies for all White Ribbon Alliance staff:

- **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 toward continuous self-improvement.
- **Agile Learner**: Open to change; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks.
- **Self-Administration**: Administratively self-servicing and IT literate.
- **Commitment to White Ribbon Alliance mission, vision and values**
- **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/their time and the time of others on what’s important; remaining focused on executing the organization’s objectives and strategies.

Core competencies for managers at White Ribbon Alliance:

- **Organizing**: can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities simultaneously 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 not; 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/their 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.

White Ribbon Alliance for Safe Motherhood is a global movement grounded in human rights. Together we envision a world where all girls and women realize their right to quality health and well-being, and work to activate social justice, equity and access without exception. We celebrate the voices of all people and believe that a respectful and inclusive workplace is built with diversity of people and ideas and is essential for the movement to thrive. We are committed to holding ourselves and all those we work with accountable to behavior that supports this. We are an equal opportunity employer and strongly encourages applications from people that do great work, are committed to our vision and mission, and will enhance our commitment to diversity of people and ideas from all backgrounds. We are an active learning organization striving to raise standards for an inclusive and respectful workplaces worldwide, beginning with our own.