

Helen Keller JOB ANNOUNCEMENT

Subaward Manager

(NY or DC preferred; other locations will be considered)

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health and food security solutions to build resilience of vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Functional Relationships

Reporting to the Senior Manager, Grants & Contracts (G&C), and with guidance and support from the G&C Senior Director, the Subaward Manager is an integral part of the G&C team. The position interacts regularly with all members of country office management teams in Africa and Asia.

Helen Keller has a matrixed reporting structure that respects both line management and authority within departments and geographic locations; and the accountability and oversight duties of subject matter experts, such as members of the Grants & Contracts unit, outside of each department and location. Regular communication and a spirit of teamwork are essential to make this structure thrive.

Scope of the Position

The Subaward Manager will focus primarily but not exclusively on management of subaward monitoring funded by U.S. Government, thus a sound knowledge and experience base in USAID Assistance and Acquisition regulations is an essential requirement. This position will develop and refine G&C policies and procedures related to subaward monitoring and training for both risk mitigation and subrecipient capacity development.

Specific Responsibilities

Subaward Management

- Participate in ongoing review and revision of standard terms to incorporate improvements and ensure compliance with changing regulatory environment.
- Monitor ongoing subaward business risks by representing compliance perspective and flagging issues for discussion with colleagues in G&C and other departments.
- Lead continuous refinement of manuals, templates, guidelines, procedures, standards, work processes, metrics and methodologies for a successful and comprehensive subaward management system.
- Administer and monitor comprehensive post award subaward administration and management system; provide systemic support and structured guidance for all subaward administration and management activities.
- Work collaboratively with various levels of country and global management staff to support organizational policy development and standardization of subaward management and oversight requirements.
- Support proposal development activities as they relate to proposed subrecipient risk assessments.
- Assist program staff to ensure compliance and timely subaward related reporting and deliverables.

- Participate in program and country office subaward/grant officer recruitment, hiring and performance evaluations, with an aim to standardizing these positions worldwide;
- In coordination with Internal Audit and Country Offices assist with tools and oversight for documented subrecipient site visits and desk audits.
- Enhance subrecipient audit compliance by collecting annual audits and audit certifications according to appropriate donor regulation thresholds and follow up with Subrecipients on relevant findings.
- Manage and oversee subaward terminations and close-out procedures.
- Maintain timely and current knowledge of donor regulations especially of US Government and USAID regulations including FAR and 2 CFR 200 and Helen Keller procedures, especially as related to subaward management.
- Contribute to development of subaward data workflows and data reporting in Helen Keller's central database of record to increase effective subaward management and metrics.
- Travel to Africa and/or Asia (2-3 times per year) to train and support colleagues and monitor compliance.

Training Initiatives

- As a subject matter expert, collaborate with Learning & Development lead to develop comprehensive subaward management trainings at the program level.
- Provide training, and/or training materials and guidance, on USAID rules and regulations to subcontractors/subrecipients to aid capacity building.
- Conduct and/or co-facilitate department training initiatives, including formal trainings, Lunch & Learns, and other opportunities as applicable.

Required Qualifications/Competencies:

- Minimum 5 to 8 years 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.
- Knowledge of regulations applicable to USAID assistance and acquisition including FAR and CFR; experience with other donor regulations a plus.
- Experience with subaward management (GUCs, Fixed Amount, cost reimbursement) and development of subaward monitoring systems.
- Excellent written and spoken English; Written and spoken French a strong plus.
- Proven ability to develop and maintain effective systems for managing information.
- Experience with development and presentation of training in multi-cultural contexts, including ability to explain often complex regulatory matters to a broad range of individuals from various backgrounds.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleagues.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Collaborative, flexible and solution-oriented.
- 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. Core work hours are expected to follow Eastern Standard Time (US).
- Ability to undertake international travel (approximately 3-5 weeks of travel per year), once conditions allow.

To Apply

Qualified candidates should submit a cover letter and resume to 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 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 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.