

## Helen Keller JOB ANNOUNCEMENT

### Cost and 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.*

Helen Keller International 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.

### Background

Working in more than 20 countries, Helen Keller’s global headquarters is based in New York City, with program offices in Africa and Asia and an affiliate in Europe. With an annual operating budget of about \$70 million, Helen Keller’s programs are supported by a diverse array of donors, including the governments of the United States, Canada, Ireland and the United Kingdom; multilaterals including the World Bank and various United Nations agencies; foundations; corporations; individuals; and families.

The Cost and Pricing Analyst will serve as an essential link between the organization’s Business Development Unit and country office teams. Helen Keller is seeking to expand the reach of its programs in order to meet the increasing need for our services. The Analyst will support these new business efforts, ensuring that our cost applications are aligned with our innovative, evidence-based program models.

### Functional Relationships

Reporting to the Associate Vice President, Business Development, the Cost and 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 have a dotted line relationship to the Director, Budget & Finance and will also be a member of the Finance department. S/he 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.

### Scope of the Position

The Cost and Pricing Analyst will be responsible for developing and/or reviewing cost applications in response to various public and private donor solicitations. This position will provide Helen Keller country offices and technical units with direct support during the capture and proposal development phases. This support will include budgetary analysis and capacity building to ensure that Helen Keller’s cost applications remain competitive and meet donor expectations.

## Key Responsibilities

### Cost Applications

- Participate in the analysis of Requests for Applications (RFAs), Requests for Proposals (RFPs), and other types of solicitations and ensure that specific budget requirements for each opportunity are fully understood and 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 regional and global Finance staff regarding budgets for large-scale competitive proposals.
- Provide guidance and support to partners and subawardees during the proposal budgeting process.
- Ensure required proposal development schedules are prepared and adhered to.
- Review and file all costing and pricing data submitted by proposal teams and partners for accuracy and completeness. Ensure the cost realism of program activities and that budgets maintain a balance between program and operational needs while reflecting competitive pricing.
- As needed, develop and ensure that donor-specific budgeting and pricing templates are adhered to.
- Ensure proper budget presentation including formatting, required cost categories, and budget structures in response to donor requirements.
- In coordination with Grants & Contracts staff, review and analyze proposal subawardee due-diligence documentation, as applicable. Analyze the financial, HR and management systems of potential subawardees to ensure that Helen Keller-led consortiums remain competitive and ready for prompt post-award start-up.
- In coordination with global Finance ensure that cost applications are compliant with Helen Keller's financial and donor requirements; work with Grants & Contracts on representations and certifications as needed.
- Represent Helen Keller and liaise with partners, as needed. Support Helen Keller in partnership negotiations with prime applicants.
- Review and maintain cost proposal-related records and databases. Ensure that Helen Keller curates strategic pricing data and methodologies for specific donors.

### Staff Development

- Advise field staff on how to structure budgets to enhance competitiveness.
- Provide trainings to Helen Keller staff (in field and headquarters) on budgeting for proposals for grants, contracts and other mechanisms.
- Track and share donor and industry trends, while ensuring that Helen Keller meets best practice requirements in cost applications.

### Required Qualifications/Competencies

- **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 7 years progressive finance/budgeting experience in non-profit sector, or equivalent combination of education and experience.

- Successful track record budgeting for wide range of competitive public and private solicitations, including demonstrated ability to ensure budgets and budget narratives 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 in order to ensure that all cost applications meet donor requirements.
- Strong knowledge of the federal Acquisition Regulations and Cost Accounting Standards is required.
- Experience with USAID grants and cooperative agreements and various contract types including fixed price, cost reimbursement, time & material is required.
- Experience in international development and public health programs as well as an understanding of the synergy between the programmatic, operational, and financial components in project design and implementation.
- Excellent communication skills, including the ability to effectively negotiate with potential donors and partners.
- High level of Excel proficiency is required.
- Experience in providing financial training to Finance and non-Finance staff is highly desirable.
- Ability to work on multiple high priority projects at the same time.
- Collaborative, flexible and solution-oriented.
- Ability to work under pressure, maintain balance when under stress and meet strict internal and donor deadlines.
- 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.
- Ability to travel is preferred but not required.
- Helen Keller Intl requires all US-based staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

## 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 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.*