Finance and Contracts Manager

Location: New York, NY

Position Type: Full-time or Part-time

Organizational Overview

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skillsets and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by providing yearlong paid fellowship opportunities to talented young leaders. During their fellowship years, GHC fellows serve in positions of impact within outstanding healthcare organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community-building.

Fellows work in teams of 2—one international fellow and one in-country fellow —on a wide range projects that improve healthcare access and health outcomes for the poor. Working at for-profit, non-profit, and governmental health organizations, fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington DC.

The Candidate

Global Health Corps is seeking an exceptionally well-organized, experienced Finance and Contracts Manager to join our small, entrepreneurial team in the Fall of 2014. Global Health Corps will grow from a team of 6 to a team 13 in less than a year, and needs a Finance and Contracts Manager to join the team and revise, optimize and lead the contracting and fiscal processes of our rapidly-expanding global organization. Reporting directly to the Vice President of Operations, the ideal candidate will have experience developing or supporting all aspects of a finance department in a 501c3 non-profit organization. S/he will thrive in an informal, fast-paced, start-up environment and will bring a solution-oriented, client service mindset, seeing teammates spread across 6 countries as clients for whom efficient fiscal-management processes need to be customized based on differing country and functional requirements. S/he will also demonstrate excellent attention to detail and enjoy working collaboratively across varied cultures and time-zones.

The Work

The Finance and Contracts Manager will fill a pivotal role in a close-knit, multi-cultural and dynamic team. Global Health Corps is an organization focused on learning, continual reflection and improvement, and growing in smart, sustainable ways. The organizational culture welcomes and supports innovative thinking and collaborative experimentation. This role will provide many opportunities to work with a wide network of emerging leaders from

around the world and colleagues in many forward-thinking non-profit organizations in the US and Africa. There is significant opportunity for leadership and growth in this role. Specific responsibilities include:

FINANCE

Fiscal management

- Oversee the fiscal management tools and processes including gathering monthly expense reports from all regions and departments and entering them into the organizational fiscal management system (currently Quickbooks Online but likely to change soon)
- Produce a variety of monthly fiscal tracking reports distributed to teammates and leadership team
- Oversee the transition from Quickbooks Online to a more sophisticated fiscal management system
- Work with external accountants to ensure that monthly fiscal close takes place on a timely basis and new grants are categorized correctly as restricted or unrestricted

Budgeting

- Oversee the annual budget process, working with regional and departmental managers to ensure a timely, inclusive and collaborative process, optimizing and simplifying where possible
- Develop budget projections for 2-3 years in advance, to support fundraising and growth efforts

Annual Audit

- Work with external auditors to conduct a smooth and timely organizational audit
- Implement any process or operational changes recommended by auditors

Fundraising support

- Work with the business development team to produce budgets for grant proposals and spending reports for grants received
- Develop additional fiscal materials as needed to support fundraising and donor cultivation process
- Oversee timely and accurate processing of all donations received
- Work with the business development team to ensure that fundraising events are conducted and expenses tracked in an audit-compliant
- Thought-partner with senior leadership and business development teams to evaluate fundraising strategies such as developing an endowment

CONTRACT MANAGEMENT

Global Health Corps is based on a partnership model where fellows are placed in pairs of two into leading healthcare organizations, and the costs of the fellows are shared by GHC and the placement organization. Once a year, Memorandums of Understanding (MOUs) are negotiated and signed with partner organizations, finalizing the specifics related to the placement of a pair of fellows. Working closely with regional Program Managers who oversee partner relationships and the Vice President of Operations, the Finance and Contracts Manager will oversee the MOU signing process, ensuring that the resulting signed documents are mutually agreeable to GHC and the placement organization and that the negotiated cost-sharing is accurately represented. Specific responsibilities include:

- Oversee annual MOU signing process between GHC and 50+ placement organizations.
- Manage Global MOUs where partners operate in multiple GHC countries and final decision-making is done at US Headquarters
- Answer queries or clarification of payment, flows of funding or other cost-sharing related questions for placement organizations
- Working with Program Managers, placement organization staff, and GHC's pro-bono counsel to revise MOU language if necessary to meet the requirements of different placement organizations
- Oversee the MOU signing process, ensuring that all placement organizations are progressing through the process in a timely way
- Carefully review MOUs, ensuring that they accurately reflect negotiated cost-sharing arrangements
- Use cost-sharing data from the MOUs in GHC's fiscal tracking and budgeting processes
- No legal background required, this is an area that requires project management skills and attention to detail

Qualifications

- Minimum 2-3 years work experience in a financial capacity in a **non-profit organization**
- Experience leading teams through a budgeting process, developing budget projections, overseeing expense management processes, simple book-keeping, and producing expense management and other fiscal reports
- Experience managing grants or contracts from government sources and completing required government funding reports and protocols
- Fluency with fiscal management systems including Quickbooks Online and more sophisticated systems
- Very strong organizational and time-management skills
- Top-notch attention to detail
- Tech savviness and interest in new technologies; ability to use Google tools, Dropbox and other online platforms to streamline work
- GHC staff are currently spread across 6 countries and will continue to grow and expand geographically. The ability to customize tools and processes to different regional and functional requirements is required
- Interest in global health, social justice and service programs
- Previous experience with Salesforce or similar database systems a plus
- Previous experience in a small entrepreneurial environment a plus

How to Apply

To apply, please submit resume and cover letter to **apply@ghcorps.org**. Please indicate Finance and Contracts Manager in the email subject. Feel free to submit any other writing or work sample that will help us get to know you better.

Thank you for applying!

-The GHC Team