Grants & Contracts Coordinator, Ultra-Poor Graduation Initiative

About the Position

The BRAC Ultra-Poor Graduation Initiative seeks to hire a junior-level Grants & Contracts Coordinator for its growing technical assistance practice. This role is designed to support a talented team of technical experts in ensuring efficient and orderly systems and processes for a contract and grants administration and finance for a rapidly growing consulting practice.

Reporting to the Director of Technical Assistance of the Ultra-Poor Graduation Initiative (UPGI), s/he will coordinate contract and grants processes and donor/client compliance in support of business operations for the Initiative, which provides consulting services to partners ranging from UN agencies to bilateral and multilateral funders, international NGOs, and governments around the world. S/he will do this by facilitating business systems and procedures, supporting contract compliance, and executing administrative functions of financial reporting, invoices and payments. The role will complement existing functions in BRAC USA finance and administration to support contract management activities for the work of the Initiative.

This position will be based in New York and will work with staff members in New York, Washington DC and colleagues working with UPGI globally.

Primary Responsibilities

- Contract Coordination & Donor Compliance
  - Coordinate approval of contract and grant agreements, amendments, extensions
  - Update information management systems (e.g., Salesforce, QuickBooks)
  - Perform research on donor compliance and budgeting requirements
  - Work with finance team and legal counsel to support contract negotiations

- Business Operations & Finance
  - Draft budgets, budget narratives, and supporting documents for proposals
  - Conduct invoicing, payment, and procurement processes with relevant teams
  - Assist contract payment processes with external consultants
  - Support contract revenue and time tracking, and financial reporting with team
  - Research and organize UPGI human resources policies and procedures

- Administration / Other
  - Provide inputs and ideas for the development of UPGI systems and processes
  - Backstop the Director of Technical Assistance, as needed, and complete other administrative duties and special projects as assigned
Qualifications

This junior-level position is ideal for someone with experience supporting teams in donor compliance, grants management, or finance and administration, looking to develop skills in business operations and business development. Preferred candidates will have an interest in international development and the eradication of extreme poverty, but this is not a requirement.

Education and Experience

- Required 1-2 years of experience supporting teams on either donor compliance, grants management, or finance and administration.
- Required BA in a relevant field (e.g., Accounting, Economics, International Affairs, etc.)
- Prior knowledge of donor and government regulations highly preferred
- Experience working in an NGO / nonprofit preferred

Knowledge and Skills

- Strong writing skills in English required
- High proficiency in Microsoft Office suite required, including Excel. Salesforce ideal.
- Demonstrated experience supporting grants management or finance teams. Experience with complex government grants management or consulting contracts preferred.
- Experience in efficient and effective systems and process maintenance for organizations
- Creative problem solver; able to easily adapt to change in a fast-paced environment
- Diplomatic, with strong interpersonal skills, and a high degree of cultural sensitivity

About BRAC USA

BRAC is one of the world’s largest development organizations, dedicated to empowering people living in poverty. Working across 12 countries in South Asia and Africa, BRAC touches the lives of more than 120 million people worldwide. BRAC takes a holistic approach to alleviating poverty with programs that include microfinance, education, healthcare, food security programs and more.

Ultra Poor Graduation Initiative

Through its Graduation programs, BRAC targets the poorest people in a community, known as the ultra-poor, and uses a holistic, time-bound approach to help them improve their health, learn financial skills, and start a profitable business. More than 95 percent of participants in Bangladesh continue on a positive economic trajectory five years after the program ends. To date, BRAC has ‘graduated' more than 1.7 million households out of
ultra-poverty. BRAC’s approach has gained widespread recognition and adaptations have taken root worldwide.

In 2013, BRAC launched the Ultra-Poor Graduation Initiative. The Initiative aims to position Graduation as a key driver to achieving Sustainable Development Goal 1: End poverty in all its forms, everywhere. It does this by:

- Advocating for uptake of the Graduation approach by policymakers, development finance agencies, national governments, Non-governmental organizations, and microfinance institutions.
- Effective adaptation and implementation of the Graduation approach in countries around the world, supported through technical assistance, technical assistance and training for external stakeholders interested in, or currently implementing Graduation programs.

How to Apply

This is an outstanding opportunity to support a highly effective, collaborative and innovative non-profit. BRAC USA offers a competitive package including base salary, medical/dental/vision insurance, FSA, life insurance, 401k, annual professional development stipend and generous paid time off. Note that some benefits are subject to a waiting period and more information can be provided to shortlisted applicants, upon request.

BRAC USA is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with state and federal law.

To apply, please upload your resume, detailed cover letter, references, and writing sample at https://www.bracusa.org/join-us/jobs/.

No calls, emails, visits, or recruiters associated with this position, please.

Applications received before February 15, 2020 are preferred and the position is open until filled.