

Fund for Public Health in New York

Job Title: Director, Grants and Contracts Management
Organization: Fund for Public Health in New York, Inc.
Position Reports to: Deputy Director

The Fund for Public Health in New York (FPHNY) is a not-for-profit organization which aims to advance the health and well-being of all New York City residents, build sustained private sector support to enhance public health initiatives, and educate New Yorkers about the important role they can play in promoting their own health and the health of their families and communities. Many of the programs administered by FPHNY are implemented in collaboration with the New York City Department of Health & Mental Hygiene (DOHMH).

Position Overview

Reporting to the Deputy Director, the Director, Grants and Contracts Management (Director) is responsible for the management of grants and contracts secured by FPHNY. The Director will supervise new and existing staff members, and together with their team, manage and coordinate a complex, highly visible federal and non-federal grants and contracts portfolio. The Director is responsible for the compliant, accurate management of the portfolio including but not limited to: cultivating and maintaining high quality relationships with internal and external partners, management and coordination of the portfolio and a developing the department's work plan and goals for staff. This position is accountable for their team's deliverables and outcomes, as well as supporting the needs of other units within FPHNY's central office. As this individual manages the grants portfolio, she/he exercises discretion and provides a superior level of customer service and responsiveness. This position will serve as the point person and subject matter expert on federal and non federal grant rules and regulations.

The Director also serves on the Director's Leadership Team (DLT), which works closely with the Executive Leadership Team (ELT) to create and improve policies and procedures that will support the goals and mission of the organization.

Primary Responsibilities

Grant administration

- Coordinate all aspects of competitive bidding process (RFP/RFEI) from bid release to award.
- Administer high profile, controversial public health initiatives that are priorities to the local and federal administrations; exercise discretion in communicating sensitive information about high profile projects.
- Serve as organizational expert on federal rules and regulations, specifically focusing on how policies impact FPHNY as a fiscal agent and/or pass-through entity.
- Together with development team, ensure proper communication with funder.
- Write and/or edit narrative reports to donors, ensuring that proposed program goals and accomplishments are clearly captured and provide a detailed response to inquiries.

- Perform detailed financial analysis to ensure program activities are on target for completion within established parameters (financial analysis includes but is not limited to projecting fund availability for personnel T&E and paid time; contractor spending and projecting analysis; program management oversight).
- Identify competing funder requirements and how they impact the organization and other individual grants.
- In conjunction with the Counsel, develop, prepare and/or amend sub-recipient, sub award and contracts, with input from appropriate FPHNY and DOHMH staff on programmatic or policy issues, as required. Negotiate contract language within established organizational parameters. Ensure scope of service and deliverables are clearly stated. Ensure period of contract and contract amounts are within established timeframes and as budgeted. Escalate issues as appropriate.
- Identify FPHNY and/or DOHMH barriers to compliance and develop timely and sustainable remediation plans.
- Work with development and communications staff to ensure highlighting of grant successes.
- Maintain a portfolio of grants

Internal organizational administration

- Supervise team of Grant Managers.
 - Create team goals and objectives
 - Define and monitor team-level performance indicators
 - Work collaboratively with other Department Directors to resolve any problems.
- Collaborate with colleagues in Finance, Administration, Legal, and Human Resources to ensure accuracy in all aspects of budgeting, spending, procurement, and staffing.
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- Work closely with Finance department to understand internal process and procedures as well as requirements to ensure these are communicated internally (Grants team) and externally (partners, vendors, etc.) Design and implement effective department and cross department processes and procedures
- Collaborate with Strategic Partnerships and Institutional Philanthropy colleagues to ensure smooth transition from pre- to post-award, as well as ensure that FPHNY is responsive to donors, particularly those with which we have a special or delicate relationship.
- Balance programmatic and organizational needs and priorities.
- Research and advance [industry and/or Grants Management] compliance best practices for organizational efficiency.
- Support training and orientation of direct report staff.

Program partner engagement

- Develop and maintain supportive relationships with DOHMH program partners, interpreting funder guidelines/requirements, providing guidance and technical support on budgeting/ spending and contracting, ensuring donor and organizational compliance.
- Communicate organizational policies and processes (spending, procurement, hiring, purchasing) to internal program partners (DOHMH) and external audiences (vendors, sub-recipients, consultants).

- Contribute to programmatic administration and qualitative structure of grant activities/advise program partners on structuring and framing program accomplishments to ensure submission of robust funder reports.
- Ensure coordination between DOHMH and FPHNY, as well as compliance with donor requirements, in anticipation of press and media coverage of high profile projects.
- Facilitate Grant Kick-off meetings; participate in advisory, funder, and subrecipient compliance meetings.
- Perform other duties as assigned.

Organizational Responsibilities

- Director, Grants Administration serves as a member of the Director's Leadership Team (DLT). As a member of the DLT, the Director will do the following:
 - Serve as an "agent of change" throughout FPHNYC and regularly explore efficiencies and best practice for continued process improvement,
 - Foster and support cooperation and communication across the organizational (horizontally and vertically)
 - Explore and recommend strategies to develop, reward and retain high-performing team members throughout the organization
- In conjunction with other DLT members and the Executive Leadership team (ELT) execute organizational plans/goals in adherence with FPHNY's policies and the objectives identified by the ELT lead the staff in the work required to meet organizational goals.
- Define and discuss information and policies from the ELT to staff members which complement other communications to all staff.
- Serve as a key member of a workgroup created to meet organizational goals.

Education and Qualifications

The position requires knowledge and skill in applying analytical and evaluative techniques to the identification and resolution of grants administration issues and knowledge of laws, regulations, agency policy, precedent cases, and other requirements that affect grant program administration.

- Masters degree in a relevant field
- At least 10 years of project management experience
- Demonstrated financial, analytical, problem-solving skills and communication skills.
- Expertise in laws, principles, rules and policies related to federally funded grants and contracts to non-profits required.
- Advanced knowledge of Microsoft Excel.
- Provision of high level of customer service and support to internal and external partners.
- Strong budgeting experience, including ability to develop, monitor and analyze budgets and perform expenditure planning.
- Experience in drafting consultant, sub recipient and vendor contracts.

- Demonstrated experience managing post-award activities; knowledge of laws, principles, rules and policies relating to management of federal grants, including administrative requirements and cost principles.
- Able to work independently and as part of a team in fast-paced, deadline driven environment.
- Demonstrated ability to prepare presentations and lead discussions that tailor information to the specific audience.
- People management experience a must

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

TO APPLY

To apply, send Resume, with Cover Letter, including how your experience relates to this position using the following [link](#).

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.