

## **Grant Manager (Post-Award)**

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **POSITION OVERVIEW**

Reporting to the Assistant Director of Grant and Contract Administration, the Grant Manager will be responsible for managing and coordinating a complex post-award grants portfolio, including federal, state, private and foundation grants. The position serves as the expert for the planning and implementation, providing guidance and then development/implementation of sub-recipient agreements, vendor contracts, interagency and intra-agency agreements and memoranda of understanding.

The Grant Manager will negotiate and review all reimbursement requests for appropriateness, and ensure that awardees are in compliance with established administrative and financial policies, procedures, and sound business practices. Following awards, he/she will monitor all phases of award and closing, including assessment of technical progress and performance.

### **RESPONSIBILITIES**

The Grant Manager will serve as the key partner with the NYCDOHMH and function as the point-person and lead on all post-award matters. The Grant Manager is responsible for:

#### **Grant/Budget Administration**

- Advise program partners at the NYCDOHMH on grant funds management and budget planning, including interpreting terms of grant awards and funder requirements, monitoring appropriate spending, analyzing and revising budgets, preparing grant reports. The Grant Manager will proactively manage grants in partnership with the DOHMH and effectively communicate and escalate issues to ensure successful outcomes.
- Review and approve contract payments, verifying fund sufficiency and submission of appropriate supporting documentation.

- Identify FPHNY and/or DOHMH barriers to compliance and develop timely and sustainable remediation plans.
- Identify barriers to workflow, efficiency and vendor management and participate in issue resolution. Develop timely and sustainable remediation plans. Communicate required actions to all related parties. Share “best practices” with colleagues.
- Prepare and coordinate with Finance the submission of financial reports to funding agencies.

### **Contract Administration**

- Manage lifecycle of sub-recipient, vendor and other procurement agreements. Work with Counsel to develop, prepare and/or amend agreements, with input from appropriate FPHNY and DOHMH staff on programmatic or policy issues, as required. Negotiate contract language within established organizational parameters.
- Ensure vendor selection method, price justification, scope of service, and deliverables are clearly stated. Ensure contract terms and amounts are within established timeframes and as budgeted. Ensure contracts are executed in a timely manner and distributed as appropriate.
- Manage competitive bids and procurements including Requests for Proposals, Request for Expression of Interest, Negotiated Acquisitions and similar selection processes.
- Coordinate contract closeout actions in a timely manner including but not limited to audits, establishment of final rates, property inventories, de-obligation of funds, etc.

Perform other duties as assigned.

### **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.

- BA/BS Degree + 5 years project management experience, Master's degree a plus
- Excellent analytical, problem-solving skills and communication skills.
- 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.

### **SALARY AND BENEFITS**

FPHNY offers a comprehensive benefits package including an excellent work life balance. Salary is commensurate with experience.

### **TO APPLY**

To apply, send resume, with cover letter including your salary requirement to: [publichealthjobs@fphny.org](mailto:publichealthjobs@fphny.org). Please indicate "**Grant Manager\_Your Name**" in subject line.

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