

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 Director of Grant Administration, the **Grant Manager** will lead the effective and efficient administration of a complex grants portfolio, throughout the entire post-award life-cycle, from planning, implementation, monitoring, sub-contract management and grant close-out procedures. He/she will provide expertise and leadership to post award management requirements, ensuring compliance with all funder regulations, policies and procedures, as well as those of FPHNYC.

Additionally, the Grant Manager will act as the key relationship partner with DOHMH and funders, and functions as the administrative lead and high-level project manager on all post-award matters.

RESPONSIBILITIES

The Grant Manager responsibilities include:

- Proactively monitor and manage grant progress, in partnership with DOHMH, to ensure project goals are met. 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.
- Review award notices to verify accuracy of awards and obligated fund balances. Make recommendations in order to maintain fidelity to the notice of award, including extensions and modifications. Interpret and apply federal and state rules, regulations and compliance requirements; assist program partners in understanding applicable regulations and policies; maintain thorough understanding of all funder-specific requirements.
- Assist with mitigating ongoing risks associated with projects including tracking of approved and awarded funding. Effectively identify, communicate and escalate issues around compliance and timelines to ensure successful outcome.
- Oversee and organize all grant files according to established protocols, including maintaining file of complete award documents including submission of grant deliverables (programmatic, financial or audit related).
- Day to day tasks include but are not limited to:
 - Contracting – manage lifecycle of sub-recipient, vendor and other procurement agreements. Advise DOHMH on sub-contract scopes of work and facilitate the execution

of sub-contracts; ensure vendor selection method, price justifications and deliverables are clearly stated and in line with the grant objectives. Review and approve contract payments including verifying allocations and the submission of appropriate supporting documentation. Manage competitive bids and RFPs as needed.

- Human Resources – advise DOHMH and in-house HR on open grant funded positions and ensure that funder requirements are met.
- Budgeting – monitor expense reports and spending rates to ensure that full budget potential is achieved. Utilize budget analysis to address programmatic needs.
- Purchasing – review all purchase and reimbursement requests for appropriateness, and ensure that all vendors and purchases are in compliance with established administrative and financial policies, procedures, and sound business practices.
- Reporting – maintain individual grant portfolio calendar and establish timelines for DOHMH partner report submissions. Prepare and coordinate with in-house financial partner all submissions of financial reports to funding agencies. Ensure that all submissions are accurate, timely and compliant with funder and FPHNYC rules, regulations, documentation requirements, and processes.
- 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 and project management issues.

- BA/BS Degree + 5 years grant or project management experience, Master's degree a plus.
- Excellent analytical, problem-solving and communication skills.
- Provision of high level of customer service and support to internal and external partners.
- Demonstrated experience managing post-award activities; knowledge of laws, principles, rules and policies relating to management of grants, including administrative requirements and cost principles.
- Advanced knowledge of Microsoft Excel.
- Strong budgeting experience, including ability to review, monitor and analyze budgets and perform expenditure planning a plus.
- Able to work independently and as part of a team in fast-paced, deadline driven environment.
- Ability to prioritize.

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. Please indicate “**FPHNYC 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.