

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are currently seeking qualified candidates for the position of: **Cost and Pricing Analyst**

Description:

The Cost and Pricing Analyst will support various teams and departments on proposals.

Job Summary / Responsibilities:

Responsible for leading the development, analysis, and finalization of the budget/cost proposal for submission to a variety of funders, including the U.S. Government, non-profit organizations, multilateral donors, commercial corporations, foundations, and foreign governments. Provides regular and ongoing comprehensive financial insight, information, and support to proposal team members and consolidates their inputs to build the proposal budgets and complete cost requirements identified in the solicitations. Provides timely and competitive pricing strategies on proposal bids. Analyzes information, metrics, and data to provide accurate and useful information to the proposal and management team for decision making related to the proposal, with a primary focus on cost realism as it relates to project implementation, compliance, revenue generation, and assessing financial risk to full cost recovery. Participate in departmental initiatives to improve tools, processes, internal capacity building, and report and metric development, and recommend improvements to management.

- Leads the proposal budget process and develops competitive, compliant, and accurate cost proposals that are responsive to solicitation requirements as well as funder and internal policies.
- Provides guidance and instructions to partners for the development of sub-award or subcontractor budgets for inclusion in organizational led bids; and provides high quality review and feedback on their proposal budgets.
- Establishes, maintains and analyzes historical and current price reference documentation and makes recommendations to facilitate optimal pricing decisions.
- Works on new and existing funder bids as well as supports large, complex modifications to existing awards.
- Builds proposal budgets, prepares budget templates and budget guidance, drafts cost proposal narratives for the proposal team, and provides high quality review of proposal team input to both the proposal budgets and budget narratives.
- Provides support for a range of government contracting activities such as acquisition planning/negotiation, evaluation of proposals, and interpretation and application of federal procurement regulations and other procurement guidance related to the proposal budgets.
- Demonstrates a solid understanding of federal pricing and cost analysis theory, concepts, and principles; and is able to broadly apply these concepts.
- Familiar with best practices and terminology used in both public and private sector contracting.
- Works well in teams and is effective in diplomatically communicating orally and in writing with colleagues in offices around the world, leadership, and external customers.

Qualifications:

- Bachelor's Degree or its International Equivalent - Finance, Business Administration, Accounting or Related Field.
- 3 - 5 Years of progressively responsible financial analysis and pricing experience in a government or commercial contracting environment.
- Experience in proposal cost preparation and analysis supporting the federal sector; to include knowledge of the Federal Acquisition Regulations (FAR), contract cost, and price evaluation techniques, cost accounting standards (CAS) and generally accepted accounting principles (GAAP).
- Experience with development of contract price proposals.
- Knowledge of legislation, regulations, and methods used in Federal contracting.
- Knowledge of the Federal Acquisition Regulations (FAR), cost and price analysis techniques.
- In-depth knowledge and understanding of procurement regulations and contracting principles to plan,

develop, implement, maintain and administer all pricing related aspects of the proposal process.

- Knowledge of negotiation techniques, cost/price analysis, legal and regulatory interpretations, unique terms and conditions, subcontracting requirements and complex technical specifications to assist in developing pre-negotiation strategies and negotiating contract price.
- Knowledge of public and private sector and legal principles and practices, concepts, terminology, etc.
- Knowledge of cost evaluation techniques, accounting principles and auditing standards to evaluate vendor proposals.
- Systems knowledge, including MS Excel; ability to use word processing application software.
- Non-governmental organization (NGO) experience preferred.
- Familiarity with USAID rules and regulations preferred.
- Knowledge in GSA mechanisms preferred.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

We offer competitive compensation and an outstanding benefit package. Please click [here](#) to visit FHI 360's Career Center for a list of all open positions.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.

<https://jobs-fhi360.icims.com/jobs/18225/cost-and-pricing-analyst-ii/job?mode=view&mobile=false&width=557&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>