

Cost & Pricing Specialist

World Learning seeks a Cost & Pricing Specialist to be the financial point person for all U.S. Government, bilateral and multilateral donor, foundation, and private sector business development cost and pricing proposals. The Cost & Pricing Specialist will develop and modify budgets, research all in-country and home office costs, and maintain up-to-date budget templates. The position will be based in World Learning's headquarters office in Washington D.C.

Responsibilities

Proposal and Budget Development

- Participate in new program development by working with Business Development Unit and technical teams, and lead preparation of proposal budgets, budget narratives, and cost proposals;
- Work with program and field teams to identify need for budget revision, lead the budget revision process and its submission to the donor;
- Prepare responsive cost/price proposal documents according to solicitation cost requirements;
- Work closely with program and finance teams to review proposal budgets to ensure linkages between technical and cost proposals;
- Gather up-to-date pricing information independently and/or in conjunction with field/programmatic staff;
- Assist in building capacity of World Learning's country offices to develop high quality proposals for U.S. government, bi-lateral donors, private foundation, and corporate donors;
- Develop and update all budget and budget narrative templates according to donor and industry best practices;
- Develop and implement trainings on proposal budgeting and costing for both International Development & Exchange Program (IDEP) program and finance staff;
- Mentor and build capacity of program staff during the proposal budget process;
- Strengthen existing program budgeting systems and processes in collaboration with IDEP finance staff.

Other Financial Management

- Remain current with U.S. Govt. and bi-lateral donor regulations on cost principles and audit. Participate in relevant capacity building events to enhance understanding of applicable federal regulations;
- Remain current with other target donor regulations on cost principles; and
- Perform other duties as assigned.

Requirements

- Master's degree in accounting, finance, international business or related field;
- Minimum of 5 years of U.S. government grant or contract financial management experience, with experience with DfID, the EU, or other bilateral/multilateral donors preferred;
- Experience with budget preparation using Excel, with previous experience with USAID and DoS regulations (OMB Circulars, Code of Federal Regulations and Federal Acquisition Regulations) highly desirable;
- Ability to translate technical work plans into cost proposal data, while extracting needed information from technical units;
- Ability to manage and prioritize multiple concurrent initiatives;
- Overseas experience working in developing countries; with a willingness to travel periodically on short notice to international locations
- Excellent oral and written communication skills;
- Proficiency in using MS Word, Excel, and Power Point;
- Excellent organizational skills with a willingness to assume responsibilities and take initiative; ability to be a team player.

Application Instructions: Please apply to this position through World Learning's [employment page](#).