



**Grants Finance Manager
San Francisco, CA**

About Living Goods

Living Goods improves the lives of millions by revolutionizing the way community health is delivered in the developing world. We believe that all families should have access to basic healthcare and no child should die of easily preventable, treatable causes. To achieve this, Living Goods created an innovative, cost-effective approach for improving the health of families in need that combines the best practices from community health and successful person-to-person sales businesses. The model deploys networks of community health promoters who go door-to-door teaching families how to improve their health, and selling life-saving products like simple treatments for malaria, pneumonia, healthy fortified foods, clean birth kits, efficient cook stoves and solar lights. We recently completed a rigorous independent randomized control trial that showed the model is reducing under-5 mortality by more than 25%.

Living Goods is on a rapid growth trajectory. In the last two years, we tripled our impact and size to reach more than five million people. Our path to success requires changing the way local governments, the biggest non-governmental organizations, and public and private funders plan, finance, and deliver community health. We work with many of the world's leading visionary organizations across the corporate, social, and government sectors. Current partners include the governments of Kenya and Uganda, plus BRAC, Care, and PSI.

The Opportunity

We are looking for an exceptional individual to support our fundraising efforts, in the area of grant finance management and compliance. Under the direction of the Director of Business Development and CFO, you will oversee the development of proposals including the budget, budget narrative, cost/price analysis and coordination with the proposal team members throughout the organization. The role will also entail preparation and/or review of Financial reports to USA donors. This is a tremendous opportunity for a candidate who enjoys numbers, is able to think creatively to improve systems and wants to utilize his/her background in grant finance in a highly collaborative environment to achieve the mission and vision of Living Goods.

Responsibilities

This role will perform the following and other duties as assigned, working closely with both business development and finance leadership.

Grant budget design (35%):

In collaboration with our Business Development, Finance and Country Field teams, develop tailored project budgets/cost proposals for new funding

proposals. Prepare detailed accompanying budget narratives, articulating logic and unit breakdown of cost projections. You will develop and revise complex proposal templates and budgets in accordance with US and non-US donor requirements, while utilizing advanced Excel spreadsheet techniques.

Grant compliance and reporting (30%):

Create and analyze grant budget reports. Prepare budget report narratives, explaining notable variances to original project budgets. Proactively identify areas for potential budget compliance risk by regularly reviewing grant financial and compliance systems. Over time, mentor and develop a Finance Associate to support these activities.

Grant finance policies, systems, and tool building (20%):

Develop and continually improve policies and procedures within the Business Development and Finance teams in the areas of grant budgeting, management, and reporting. You will research and analyze various donor requirements for proposal budgeting and project management and develop systems, tools, templates, on Living Goods and donor needs. For example, you will monitor grant restriction requirements and our ability to meet those requests, identify risks, and propose mitigation strategies.

Capacity and team building (15%):

Provide training and support as needed to Business Development teams in areas of grant budget development, financial reporting, and compliance.

Qualifications

- 3+ years of experience in a grants finance role.
- Experience in a large, international NGO with bi and multi-lateral and government grants finance a strong plus. The ideal candidate should be familiar with every stage of the grant management cycle, including budget development, analysis, reporting, and close-out.
- Demonstrated skills and ability to lead and develop and revise large cost proposal budgets within short turnaround times.
- Budgeting and demonstrated knowledge of rules, regulations and policies of donors such as Gates Foundation, USAID, DFID, World Bank, UNICEF, etc.
- Advanced analytical and business modeling skills. Advanced Excel skills required.
- Ability to present and communicate financial analysis effectively strongly desired.
- Familiarity with sophisticated financial tracking and reporting systems a plus.
- Willingness to travel 25% internationally
- Undergraduate Degree in Accounting, Business, Economics, Management, Finance or related field strongly desired.

Compensation

A competitive salary and benefits package commensurate with experience including health insurance and bonus opportunity.

Life at Living Goods

Living Goods is aiming to make disruptive changes, dramatically improving the lives of underserved communities. We think big, but we operate small and nimble. At Living Goods, you will have the chance to use your creativity and work with your teammates to conceive and test new ideas every day. If you work well in a dynamic, highly collaborative culture, if you set high standards for yourself and your colleagues, if you know how to fail fast and learn

fast, if you meet challenges with calm determination and a sense of humor, you will thrive at Living Goods.

How to apply:

To apply for the position please follow the link;

<http://livinggoods.applytojob.com/apply/8llbONBuE/Grants-Finance-Manager?source=InsideNGO>

For more information about Living Goods, please visit: (<http://www.livinggoods.org>)

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