

Senior Global Director, Subgrant and Contract

Consultant

Overview

Teach For All's Finance team is seeking a Director of Subgrants and Contracts to serve as a consultant for a 12 month contract to assist on a number of key tasks outlined below.

Since launching in 2007, Teach For All has grown into a \$30M non-profit organization of 130 people based in 25+ countries, supporting a network of 60+ partner organizations around the world. The contractor will use your knowledge, analytic ability, and stakeholder management skills to manage the financial oversight of our subgranting functions comprised of ~200 grants annually to over 60 organizations and individuals, accounting for more than \$24M in our most recent fiscal year.

You will oversee all pre and post-award stages of subgrants from proposal development to subgrant closeout, playing a key role in supporting other Teach For All staff in managing subgrants. You will also oversee our vendor contract management, consisting primarily of event and small-scale service-related contracts. You will additionally review donor agreements and other contracts as needed.

You will be part of a 9-person Finance team managing a complex global operation, comprised of 2 entities and a global staff. You will report to the CFO while working closely with other internal teams. In addition, you will work closely with stakeholders across Teach For All's internal teams to set our broader subgrant strategy including supporting partners to effectively manage awards.

Key Tasks and Responsibilities

	Activities
TASK 1: Subgrant Management	<ul style="list-style-type: none">• Work with our Global Development, Scale and Network Engagement teams to set the vision and strategy for financial management of subgrants,• Oversee all pre and post award stages for our subgrant program, comprising ~200 subgrants per year to ~60+ organizations.• Review donor agreements and other contracts, identify terms and reporting requirements relevant to subgrants and other unique collaborations; communicate and ensure stakeholders are clear on requirements, timelines.• Evaluate subgrant reporting, and manage any follow-up communications with recipients in partnership with other involved teams• Work closely with the CFO on donor reporting where both a prime and subaward is involved

	<ul style="list-style-type: none"> • Liaise, coach, and serve as a technical advisor to the Global Development team on donor proposals and reporting related to subgrants • Work closely with programmatic team leads to develop strategy related to non-financial aspects of subgrant management, such as developing efficient reporting and information processes, tools, and other guidelines for subgrant recipients and Teach For All's non-finance staff • Work with programmatic team leads to develop and implement partner due diligence processes, as well as partner support strategies, • Work closely with CFO & Financial Controller on subgrant-related accounting • Manage financial tracking, planning, cash management related to subgrants • Oversee any unique or complex situations related to subgrants such as a donor or sub-recipient requests related to eligibility, payment options and mechanisms, and reporting, ensuring necessary compliance.
<p>TASK 2: Support Finance function on contract management and reviewing donor agreements</p>	<ul style="list-style-type: none"> • Oversee contracts management, primarily comprised standard event and small consulting contracts. • Lead the review of complex contracts and agreements (E.g., research awards, partnerships), typically up to ~5 times / year, providing expert knowledge regarding IRB, Intellectual Property, etc. • Develop and implement competitive sourcing and preferred vendor processes • Support Finance team operations

Key Qualifications

- Minimum of 10 years of international subgrant and grant management at a nonprofit, research university, or other organization with a global reach
- Leadership in subgrant user and process-design is critical
- Experience managing governmental and multilateral subgrants is a plus, especially from USAID, the World Bank, and/or EU
- Interest in education and/or the international non-profit sector
- Exceptional technical expertise in managing grants, subgrant management, and contracts
- Exceptional written and oral communication skills with proven ability to communicate complex technical topics and concepts to a wide range of audiences, from internal Finance staff to

- CEOs/Boards members to subgrant recipient staff who are non-native English speakers
- Ability to manage significant volume and output while continually optimizing processes to improve efficiency
 - Understanding of legal topics and policies such as Intellectual Property, human subjects research, etc.
 - Ability to set a vision and execute against it
 - Exceptional customer-service focus
 - Intermediate - Advanced level Microsoft Excel and Google Spreadsheet skills, with an ability to manage and drive analytic and financial analysis.
 - Proven ability to identify gaps/opportunities, take initiative, and see projects through to completion
 - Enthusiasm for finding creative solutions to complex problems
 - Ability to manage complex stakeholder dynamics with sensitivity, discretion, and empathy
 - Ability to build strong relationships and work with diverse individuals
 - Ability to learn quickly and operate effectively in a fast-paced, agile work environment
 - Self-starter, with an ability to manage multiple streams of work and juggle competing priorities

Key Tasks and Responsibilities

Building Inclusive and Equitable Environments:

- Actively contributes to the creation of inclusive and equitable work environments.
- Balances perspectives and exercises judgment in complex situations.

Transparent and Effective Communication:

- Transparently communicates capabilities, right-sizing commitments for optimal efficiency.
- Follows through on all agreed tasks with team members, ensuring clarity and accountability.

High Flexibility and Adaptability:

- Works with high flexibility and adaptability, thriving in dynamic and changing work environments.
- Successfully navigates challenges by adjusting strategies and approaches as needed.

To Apply

To Apply for the position, please submit the following materials by November 10, 2024 to talent@teachforall.org: your CV, a cover letter describing your relevant experience and approach to the tasks, and your daily rate. Please use the follow subject line for your email: **Director, Subgrant and Contracts Application**