



Date: October 4, 2018

Position: Finance and Grants Manager

Organization: No Means No Worldwide

Reports to: Managing Director

Location: NMNW headquarters in the DC Metro Area (Tysons Corner, VA)

Organization Profile

No Means No Worldwide is an internationally acclaimed training academy for sexual violence prevention and recovery for women and children. Our goal is to end sexual violence against women and children around the world. We train local young men and women from high risk communities to deliver IMpower, our dual-gender sexual violence intervention system that teaches girls to set boundaries, stand up, and defend themselves and boys to challenge rape culture, ask for consent, and intervene in attacks.

Stanford University researchers have [found](#) that IMpower drops rape rates by 50%, which has led to endorsements and support from the World Health Organization, CDC, UNICEF and the Global Partnership to End Violence Against Children. NMNW is excited to be taking steps to scale the program on a global level. If you are entrepreneurial and visionary, eager to build and lead an organization poised for massive impact, and passionate about being part of the solution to end sexual violence, keep reading.

Position Summary

The Finance and Grants Manager is responsible for ensuring NMNW's fiscal responsibility amidst a multi-donor financial management process. They will provide oversight of all finance, accounting and reporting activities, and will ensure that NMNW has the systems and procedures in place to support effective program implementation that complies with all contractual obligations, including US federal grants. This position will define the process and implement the financial infrastructure/systems needed to support substantial growth over the next 3 to 5 years, as NMNW moves from a small organization to a multi-country, multi-donor technical assistance and training organization with scale-up occurring at a rapid pace.

This position will report to NMNW's Managing Director and is based in the new NMNW headquarters in Tysons Corner, Virginia. Domestic and international travel is anticipated 2-3 times per year, not to exceed 20% of time. Salary is commensurate with experience. Applicants must have the right to work in the United States.

Position Responsibilities

Finance Management

- Work closely with NMNW's outsourced financial management firm to refine the chart of accounts, and monitor all financial activities including: payroll, monthly expense reporting, bill payment, tax preparation, expense reimbursements, etc.
- Ensure that all financial expenditures are consistently aligned with specific grant and program budgets throughout the grant/fund period
- Track NMNW's spending relative to grant budgets, identify potential problem areas, and propose potential solutions.
- Manage organizational cash flow and forecasting by working closely with senior leadership staff
- Assist NMNW's leadership in the annual budgeting and planning process; update NMNW's current operating budget and actively develop forecasts and projections

Grant Management and Compliance

- Monitor the performance of all grants with respect to the activities, deliverables, and milestones agreed upon in their funding proposals, working closely with NMNW's Director of Programs
- Ensure that NMNW complies with all contractual obligations, financial reporting requirements, and all other funder guidelines.
- Ensure that all uses of funds are properly prepared, reviewed, approved, and documented, in line with all appropriate policies, procedures, authority levels, and local laws, and ensures that this information is properly entered into the accounting system.
- Oversee and enforce the system for the procurement of all goods and services, following U.S. Government rules and regulations where applicable
- Responsible for leading the reporting process on all grants to ensure compliance with approved policies and procedures.
- Draft and manage calendar of reports due and individual timelines for all NMNW's grants
- Develop and institute a consistent process to prepare regular reports for internal and external stakeholders detailing status of grants and achievements to date.
- Assist in preparing proposal budgets before submission determine the level of financial support and resource capacity needed for implementation, and ensure appropriate costs are included. Prepare budget narratives and supporting notes to accompany proposals.
- Establish and sustain relationships with relevant local NGOs, CBOs, donor agencies and government authorities as necessary.

Systems Development and Leadership

- Lead the development and/or refinement of a set of internal financial controls, systems, and reporting functionality that meet requirements for US Government funding compliance, and are in line with generally accepted accounting principles (GAAP).
- Design, develop and maintain grants management database, filing system, and oversight procedures for all grant agreements and financial reports.
- Train NMNW staff to integrate appropriate financial record keeping and reporting requirements into their respective functional areas.
- Provide backend support, review, and guidance for NMNW timesheet system and train and monitor all staff to ensure correct and timely use of the system.
- Develop and institute a process to create and review budget vs. actual reports with key staff on a monthly basis and update projections based on those meetings.
- Conduct grant kickoff calls with relevant staff for any new grant received to ensure NMNW staff understand the objectives, activities, and reporting responsibilities for all new grants

Qualifications

- Bachelors degree in a relevant field; MBA preferred, but not required
- Minimum of 4+ years experience as a nonprofit accountant/finance professional, ideally in international development
- A track record in grants management as it relates to compliance and reporting of government, corporate and foundation grants
- Experience with major development donors, including US Government agencies (USAID, CDC), is strongly preferred
- Strong experience managing financial reporting, budget development and analysis, general ledger, accounts payable and receivable, payroll, income tax and banking
- Demonstrated ability with reviewing, creating, and implementing new systems and approaches to financial and grant management
- Experience designing and managing subgrants to partner organizations strongly preferred
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Ability to effectively translate financial concepts to programmatic and technical colleagues who do not necessarily have finance backgrounds
- Ability to work under pressure and with minimum supervision, be a self-starter, team builder, innovative and demonstrate the capacity for maintaining high professional standards and a positive, can-do attitude, in a rapid growth setting
- Ability to work in a fast-paced environment with tight deadlines, effectively managing multiple priorities
- Passionate about ending sexual violence against women and children and an enthusiastic commitment to NMNW's history and mission

Application Instructions

- To apply, please send a cover letter and resume to careers@nmnw.org. Please include your name and the job title in your subject line.
- In your cover letter, please indicate how you learned about the opening and highlight how you meet the key qualifications listed above (bullet points are fine). Also indicate your earliest available start date if offered this position.
- Applications are due by October 20, 2018, but will be reviewed as received on a rolling basis. Seriously interested candidates are encouraged to apply as early as possible.

No Means No Worldwide is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.