

Finance & Administration Coordinator

Position Description



About CCIH

CCIH, www.ccih.org, is a membership association consisting of Christian organizations, secular or interfaith affiliated organizations and individual members across the globe. CCIH staff are inspired by our Christian faith and our values and committed to evidence-based practice. CCIH envisions a world where all have access to quality healthcare and prevention services. [CCIH staff are committed to the mission, vision and values of the organization](#). CCIH has earned a respected reputation for its information sharing and networking services and as an advocate for faith-based organizations in the professional global health and development community and with U.S. policymakers. We are financed by membership dues and a variety of grants. CCIH is an equal opportunity employer. This position reports to the CCIH Program Director.

POSITION DESCRIPTION

The Finance & Administration Coordinator serves as staff for CCIH grants focused on maternal, newborn and child health (MNCH) and family planning (FP) in several countries on USAID-funded grants. This is a full-time position. The primary responsibilities of the F&A Coordinator include, but are not limited to: monthly, quarterly and annual budget reporting, administering the project management system (Asana), drafting and maintaining contracts/subawards with partners, and ensuring compliance with rules and regulations of donors funds.

RESPONSIBILITIES

- Ensure grant budgets and plans align, funds are distributed, and budget forecasts and reports completed.
- Help build partner and member capacity in budgeting/financial transactions/records/monitoring, DUNS application, and organization capacity assessments (OCAs), through 1-1 mentorship/coaching.
- Analyze finances and maintain accurate records for transactions and operations.
- Set-up, manage, and train staff and partners on Asana project management system.
- Create contracts/sub-awards and monitor CCIH and sub-awardee compliance and risk management for donor funds.
- Communicate with donors and write monthly, quarterly, and annual budget reports.
- Support CCIH and membership in identifying business development opportunities and working with the team on proposal and fund development.
- Support the Annual CCIH Conference, including planning for grant-related activities, attending and serving as support staff at the Conference.
- Occasional attendance at DC-based meetings and reporting out to subgrantees and the CCIH Network.
- Knowledge management: manage knowledge sharing tools and relationships internally and externally with project partners and external stakeholders for project activities and sharing globally.

WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, video conference, and occasionally in person when needed, including outside of normal U.S. business hours
- F & A Coordinator is expected to provide his/her own office environment (desk, chair, internet, etc); CCIH will provide office supplies; CCIH will provide a computer and printer for the duration of employment that must be returned to CCIH at the conclusion of employment.
- This is primarily a grant-funded position, with multiple grants.

REQUIREMENTS

- Bachelors in public administration, international development, business administration, finance or similar discipline. Masters in related field a plus.
- 3+ years experience with budget forecasting and reporting (under USAID-funded grants preferred).
- Knowledge of various U.S. Government and USAID requirements (i.e. CFR200, FAR).
- Experience with project management systems (Sharepoint, Asana).
- Advanced computer skills (MS Office applications, Google Platform).
- Excellent English written and oral communication skills.
- Ability to work in faith-based settings, with Christian and other religious leaders.

ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- Experience in proposal writing and pursuit of grant funding via budget development, costing strategies for new business efforts, and implementing appropriate systems and processes.
- Detail oriented.
- Motivated self-starter with the ability to manage tasks with limited supervision in a timely manner.
- Professional demeanor and proven ability to work well with diverse groups of people.
- A team player who takes pride in his/her integrity and will represent CCIH and our members honestly.
- Understanding of basic business processes of a membership organization.
- Mission and service motivation.

TO APPLY:

Submit a cover letter (with salary expectation and how you found out about the position), resume, and 1-page writing sample to jobs@ccih.org. Incomplete applications will not be considered. You must email us directly to be considered.

You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.

Rev. August 28, 2020.