

**American College of Nurse-Midwives
Job Description**

Job Title: Program Manager
Department: Global Outreach
Reports To: Director of Global Outreach
FLSA Status: Exempt
Prepared Date: August 2010

SUMMARY

Provides overall administrative support for the department by managing contracts and grants for the Department of Global Outreach; develops management improvements and standard operating procedures for the department; supports the Director in institutional and program development by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Contributes to the overall strategy and implementation of program activities. Provide support to the Director and Midwifery Advisors/Consultants for program activities, including ordering and shipping materials, assisting in identifying and payment of consultants and making travel arrangements.

Develops, implements, and standardizes internal systems and procedures for contracts and grants management (consultant contracts, consultant expense reports, time sheets, donor invoices, scopes of work, budgets, etc.).

Manages federal, private grants and contracts compliance and accountability by: verifying the accuracy of salary and fringe allocations based on timesheets submitted against the budget and project time used; ensuring finance department receives all grant documentation for field advances, travel advances, and expense reports; maintaining grant folders with current original contracts, approved budgets and donor invoices preparing budgets for potential donors in consultation with Director of Finance and coordinating with Director of Finance on all financial administration and monitoring of grants.

Performs research on program funding opportunities and tracks proposals.

Assists in negotiations with donor agencies to develop contracts and grants (budgets, scopes of work, terms, etc.) for international development projects.

Manages compliance: reporting, invoicing, review and interpretation of Federal Contracting regulations and guidelines including project time used, budget, and salary line items.

Provides monthly financial analysis to Director on use of project and department funds.

Resolves donor issues while working closely with the Finance Department to review, process, and reconcile invoices and payment documentation.

Coordinates DGO folders on the ACNM network.

Contributes to the design and maintenance of the Global Outreach web pages.

Assists in the preparation and coordination of US-based and online training workshops.

Assists Director in drafting program reports, work plans, activity charts, budgets and correspondence as needed.

Assists with editing and proofreading of program reports and technical materials.

Represent ACNM at meetings and conferences as needed.

Draft correspondence to US-based and in country partners.

Schedule and support Global Outreach visitors to the ACNM National Office.

Ensure field staff is included in sharing of information and knowledge.

Supervisory Responsibilities

None

Qualifications and Requirements:

BA with 2+ years' program and administrative experience in international development environment preferred

Demonstrated ability to take initiative and work with minimal supervision

Interest in global health and development approaches

Knowledge of administrative processes, approaches and financial reporting and reconciliation

Knowledge of contract processes and program operations

Ability to work in a complex environment with multiple tasks and short deadlines

Proficiency in writing and editing letters, reports and documents

Ability to interact skillfully and diplomatically with numerous counterparts, both domestically and internationally

Strong decision-making skills and results-oriented approach

Aware of and sensitive to working in multiple socio-economic settings and with multi-cultural groups in a developing country environment

Comfortable with a team approach to programming and the ability to manage several activities simultaneously

Language Skills

Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Other Skills and Abilities

Computer proficiency (word processing and excel); knowledge of USAID and DHHS funding systems; experience managing federal contracts and grants; knowledge of FAR, AIDAR, and CFR circulars; familiarity with international development work; organizational skills; negotiation skills; and oral and written communication skills.