



Senior Manager, Cost and Pricing

Job Description

Job Title:	Senior Manager, Cost and Pricing
Level and Grade:	Manager level, Grade 80
Job Type:	Full-Time
Reporting Manager:	Director, Cost and Pricing
Department:	Finance and Administration (F&A)
Office:	HQ – Baltimore or DC
Date:	14 April 2022

About Corus:

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world's most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee's specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

Further details about the organization can be found at: <https://corusinternational.org>

Job Brief:

Position Summary:

The Senior Manager, Cost and Pricing leads and coordinates cost application/proposal preparation across Corus International in collaboration with International Finance (IF), International Programs and Operations (IPO), and country teams. S/he collaborates with relevant HQ and country teams to ensure an understanding of the proposal requirements and establishes competitive and defensible cost and pricing data for the development of cost proposals per relevant proposal specifications. S/he collects and analyzes financial data on existing contracts, determines unit costs, assists with budget estimation efforts, develops cost/price models based on value for money principles, and prepares ad hoc reports. S/he also coordinates with relevant teams and senior staff in developing pricing strategies and making cost decisions. S/he travels internationally up to 20% of the time.

Key Result Areas: KRAs indicate the core responsibilities, deliverables, and quality standards required for the individual to be successful in his or her role.

The success of this role is measured principally by the following timely KRAs:

- Establishes competitive and defensible cost and pricing data for the development of cost proposals per relevant proposal specifications.
- Collects and analyzes financial data on existing contracts, determines unit costs, assists with budget estimation efforts, develops cost/price models based on value for money principles, and prepares ad hoc reports.

Roles and Responsibilities:

- Set and maintain standards for quality preparation of the cost proposals (including budgets, cost narratives, and other required documents), documentation, and storage of relevant files.
- Participate in project kick-off meetings and provide appropriate training to partners and Corus staff on financial management.
- Work on new and existing funder bids as well as support large, complex modifications to existing awards.
- Provide direction and instructions to partners for the development of sub-award or subcontractor budgets for inclusion in organizational led bids and provide high-quality review and feedback on their proposal budgets.
- Perform detailed review and quality control of active proposals including required budget schedules, proformas, budget spreadsheets, and budget narratives.
- Evaluate Corus' full cost recovery and ensure both direct and indirect costs are incorporated in all cost applications/proposals.
- Ensure compliance with Corus and donor regulations during budget development.
- Support the transition of the financial management of awards to permanent staff during project start-up.
- Develop templates and tools for efficient and effective cost proposal preparation according to donor and industry best practices (e.g., Excel budget templates and cost notes).
- Ensure IF staff are well informed about the cost proposal requirements for all bids.
- Mentor and build the capacity of IPO staff during the proposal budget process.
- Develop and regularly update the curriculum for building the capacity of country staff to effectively manage cost proposal development.
- Collaborate with IPO, IF, and country teams on a variety of business development activities including unit cost analysis, return on investment/value for money analysis and assessing new donors.
- Develop pricing strategies and presentation budgets for various contracting mechanisms, e.g., Fixed Price, Time and Materials, Cost Reimbursement Contracts, etc.
- Oversee and gather sourcing and verification of pricing information and unit costs.
- Offer pricing scenarios, making cost proposals more competitive and cost-efficient.
- Coordinate with management and other staff members to provide current and accurate cost and pricing date/information.
- Contribute to business case development and analysis.
- Fill in gaps by performing tasks where needed and finding solutions for challenges in the process.
- Travel to countries to support the business development/cost application/proposal process.
- Remain current with U.S. Govt. and bi-lateral donor regulations on cost principles and audit. Participate in relevant capacity building events to enhance understanding of applicable federal regulations.
- Remain current with other target donor regulations on cost principles.
- Build a wide and effective network within and outside the organization; collaborate across boundaries to build strategic relationships and achieve common goals.
- Perform other duties as assigned.

Supervisory:

1. **Directly Reports to** – Director, Cost and Pricing

Education & Experience:

- Bachelor's degree in accounting, finance, economics, or other related fields; a master's degree is a plus.
- Minimum of 8 years of relevant experience with cost and pricing analysis for public and private agreements, grants, and contract mechanisms.
- Minimum of 8 years of experience in US government cost applications and proposals.

Qualifications:

- Strong spreadsheet and communication skills and the ability to meet deadlines in a fast-paced, dynamic, team-oriented environment.
- Ability to provide good customer service to internal/external clients and to discuss and explain budget and pricing topics with program implementation and technical personnel.
- Strong writing skills and advanced-level proficiency with Excel are required.
- Knowledge of 22CFR200, FAR, AIDAR, CAS, and DCAA rules and regulations.
- Self-starter attitude and ability to thrive in a management structure where supervision is minimal but high standards are maintained.
- Organizational skills and a capacity to handle multiple tasks under tight deadlines.
- Ability to translate technical work plans into cost proposal data, while extracting needed information from technical units.
- Ability to coordinate and motivate a cross-functional team (to include Program Managers, Contracts Management, Recruitment, Accounting & Finance, Country Teams).
- Ability to effectively represent the organization to internal and external audiences.
- Demonstrated ability to work effectively with local and /or international non-governmental organizations, community-based organizations, and other grassroots organizations.
- Ability to develop and deliver effective training curricula on cost and pricing topics, and donor regulations, especially to a finance audience.
- Fluency in English required fluency in Spanish or French desired.
- Excellent verbal and written communication skills.
- Detail-oriented, independent, and analytical.
- Ability to multi-task, prioritize commitments, work in a matrixed organization, and manage time effectively are critical skills.
- Willingness to travel internationally, up to 20% of the time. Travel may be to countries that are experiencing political instability and have poor infrastructure including poor road conditions, limited amenities, and poor housing accommodations. Also, travel may be to countries where infectious diseases or vector-borne diseases are present. Travel may be required to locales that experience extreme temperatures (either hot or cold) and high altitudes.
- Commitment to Corus International's core values and ability to model those values in relationships with colleagues and partners.
- Experience with and commitment to working in a diverse and multi-cultural environment.

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 5 days/week. The employee must be available to work outside normal office hours or on the weekends as required.
- This position must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcome and develop a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.