



Finance and Operations Director (MOMENTUM Integrated Health Resilience)

Job Description

Job Title:	Senior Director, Finance and Operations (Corus title) Finance and Operations Director (MIHR title)
Level and Grade:	100
Job Type:	full-time
Reporting Manager:	Project Director, MIHR
Department:	MIHR
Office:	Washington, DC
Date:	May 26, 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:

The Finance and Operations Director will oversee the financial planning, management and reporting aspects for the USAID funded MOMENTUM Integrated Health Resilience (MIHR) project. MIHR works to improve access to and availability of high-quality, respectful, and person-centered maternal, newborn and child health, family planning and reproductive health (MNCH MNCH/FP/RH) services in fragile and conflict-affected settings. This project enhances coordination between development and humanitarian organizations and strengthens the resilience of individuals, families, and communities.

Position Summary: The Finance and Operations (F&O) Director is responsible for ensuring the project functions efficiently and effectively in all financial, administrative, operations, and contractual matters. The F&O Director will ensure the project consistently and correctly implements sound financial, contractual, and administrative operational systems, and that project activities are implemented in compliance with the USAID award and with

Corus policies and procedures, both at the headquarters and country offices. This position works closely with the Project Director, Senior Management Team, International Finance team, and partner organizations to implement approaches and procedures and to address financial and operational management issues. The position also engages with the Vice President of International Programs and Operations and other members of the Leadership Team on a regular basis. The position supervises 2 staff directly and indirectly oversees a unit of 5 staff.

While organizationally, the classification title is Senior Director, Finance & Operations; at the project level, this position will be titled “**Finance & Operations Director.**”

Key Result Areas:

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

1. Contractually required and ad-hoc reports are submitted accurately and on time.
2. Annual workplan budgets are developed in coordination with technical and program staff.
3. External audits do not identify material weaknesses related to MIHR.
4. Cost share is captured and reported in compliance with USAID rules and regulations.
5. All Corus and partner expenses are reported on time and in compliance with USAID rules and regulations.
6. There is no project overrun.

Roles and Responsibilities:

Leadership and Management:

1. Provide overall leadership to maintain a functioning and consistent organizational structure for the F&O team and identify and allocate staff and resources to provide the necessary support to core and country office operations.
2. Oversee and be responsible for the development, negotiation, and monitoring of subawards including subawards with partners and other collaborating organizations.
3. Monitor activity implementation to ensure compliance and work in collaboration with the Project Director and management team to address any project financial, administrative, or operational management issues that arise.
4. Oversee project recruitment efforts, ensuring the right people are placed in the right positions to achieve project goals and oversee general human resource needs, including performance management.

General Accounting & Statutory Compliance:

5. Design, develop, modify, and maintain project financial, contractual, and administrative procedures, as well as systems and tools to support effective and compliant implementation of activities.
6. Oversee and review work plan budgeting, field support budgeting, budget tracking, cost share tracking, and financial communication/reporting processes and systems.
7. Work with financial management team to develop approaches to contain costs, improve systems, and streamline financial management across the project.

Networking & Partnership:

8. Liaise with USAID, subrecipients, and MIHR staff on all issues related to finance, contracts, and administration.

Communication:

9. Coordinate and foster sharing of information to establish consistency in practices across field offices and projects. Serve as a point of contact for internal and external audit and financial reviews of the project.

Training and Development:

10. Ensure members of the F&O team have the skills and knowledge to perform their jobs.

Documentation, Reporting & Data Management:

11. Ensure compliance with USAID and Corus policies for records retention and ensure documentation is maintained for audit purposes.

Supervisory:

1. This position reports to the Project Director, MIHR.
2. This position supervises the Global Finance Manager and Global Compliance Manager on the MIHR project, and indirectly oversees a team of 5.

Education & Experience:

1. A Master's degree or higher in accounting, finance, business administration, or a related discipline is required.
2. A minimum of 10 years of relevant international development experience in administrative and financial management of large, complex projects.
3. Experience managing USAID- or other donor-funded development projects is needed.
4. Management of global USAID programs is a plus.
5. Fluency in English with professional proficiency in reading/writing and oral communication is needed.
6. French language skills preferred.

Qualifications:

1. Demonstrated expertise in USG rules and regulations and USG/USAID reporting requirements
2. Demonstrated ability in developing and managing large (\$50M+), multi-country budgets, preferably for a USAID funded project
3. Demonstrated leadership, versatility, and integrity
4. Demonstrated experience managing and liaising with multiple partner organizations.
5. Demonstrated ability to lead and manage staff, and strong communications and interpersonal skills
6. Maintain confidentiality and discretion with sensitive information
7. Strong analytical, problem solving, and presentation skills
8. Excellent skills in the design and maintenance of financial management systems, internal controls, finance policies and procedures development, and business planning and analysis
9. Exceptional analytical and innovative problem-solving skills with the ability to handle multiple tasks under tight deadlines and competing priorities
10. Strong financial modeling, budgeting, and analytical skills utilizing advanced Excel techniques

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. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- The duties of the job require regular attendance at least 40 hours/week. The employee must be available to work outside normal office hours or on the weekends as required. Corus has a hybrid work policy, allowing 50 percent of work to be done remotely.
- 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 extreme 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.