Senior Contracts and Grants Specialist
Job Description

Panagora Group is a woman-owned small business (WOSB) providing novel and integrated solutions in global health and international development. Our goal is to provide innovative solutions that build national capacity and promote sustainability through robust local participation and capacity building, utilizing highly integrated and private-sector solutions. Throughout our work, we embrace a virtuous circle of knowledge stewardship, collaborative learning, and the application of evidence to heighten and accelerate positive health and development outcomes. Panagora currently has a hybrid work agreement with time split between telework and the office.

The Contracts and Grants Specialist is a critical member of Panagora’s contracts and compliance team, providing high-level expertise in U.S. federal grants under contracts through strategic design, guidance, and review of grant agreements, grantee eligibility and audit required documentation, ensuring strict compliance with the client (primarily USAID) and corporate policies and procedures. The Contracts and Grants Specialist will provide contracts management support to Panagora’s activity management teams during implementation of USAID Contracts and Grants Under Contracts (GUC), providing expert advice to GUC staff. They will also provide compliance reviews, mentoring, and contracts support to teams on prime and subcontract matters related to program implementation. In addition, they will also support new business development with solicitation reviews, partner liaison, and cost and price analysis. Furthermore, they will assist the Director of Contracts and Compliance in solving various contracts, subcontract, and grant issues as needed. Detailed duties and responsibilities are described below.

Duties and Responsibilities

- Review and advise on draft prime contracts, subcontracts, task orders, amendments, services agreements, and other agreements addressing compliance and other related issues.
- Provide guidance and mentoring to activity management teams (AMTs) and activity offices (AOs) for the procurement of goods and services through different contract mechanisms.
- Lead the design of Panagora’s USAID Grants Under Contracts (GUC) program; maintaining grants manual, tools, and templates and addressing complexities that require knowledge of USAID grants regulations and processes and experience implementing grants programs overseas.
- Collaborate actively with other staff to develop appropriate manuals, processes, and job aids to establish best practices and efficient implementation of the GUC Programs.
- Guide AMTs and AOs during award administration of subcontracts and GUCs including, but not limited to, modifications, realignments, and interpretation of grant terms and conditions.
- Conduct research and develop a web-based full-service grants platform that meets Panagora’s policy and procedures and external client requirements.
- Support development of grants-related training materials and facilitate grants training.
- Conduct a thorough review of the prime contract during start-up and lead GUC orientation with the AMT.
- Provide guidance and mentoring to AMTs and activity offices (AOs) during implementation of GUC Programs.
- Conduct thorough reviews of grant agreements, prime and subcontracts, and other agreements before executive approval signature.
- Perform necessary due diligence to ensure cost/price reasonableness and compliance with applicable U.S. Government regulations and Panagora’s policies and procedures.
- Assist the Director of Contracts and Compliance with resolving contract, subcontract, and grants issues.
• Support new business team with solicitation reviews, partner liaison, and GUC program designs and cost and price analysis.
• Additional responsibilities may be assigned as business needs evolve.

Requirements

• Bachelor’s Degree required in business administration, contract management, finance, or a related field.
• Ten years of relevant experience is required with at least five years of USAID contracts and grants administration experience.
• Practical knowledge of FAR, AIDAR, and working knowledge of CPFF, T&M, FP, and/or IDIQ type contracts.
• Demonstrated experience in negotiation of contracts, agreements, grants, and prices.
• Ability to create and review budgets of medium to high complexity.
• Deep understanding of financial management principles and generally acceptable accounting principles/internal controls.
• Ability to multitask, prioritize, and effectively deliver the assignment on time.
• Proven ability to coach, mentor and advise teams on compliance with policies, procedures, and interpret USG regulations verbally and in writing to provide clear guidance.
• Strong written and verbal communications.
• Demonstrated leadership and management skills.
• Demonstrated practical working knowledge of MS Office Suite and Adobe Acrobat.

Preferred Qualifications:

• International development and/or international public health experience.
• Experience with Costpoint or contract management software systems.

Reports to: Director of Contracts and Compliance

Benefits

No telephone inquiries, please. Finalists will be contacted. Only applicants who include the required application components will be considered.

Panagora Group is an equal opportunity employer and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

*Note: Panagora does not offer visa sponsorship.

In Panagora’s hybrid work structure, employees can work remotely or from the office. Occasionally, employees will be asked to work from the office to foster engagement, collaboration, belonging and professional development. Departments/teams will hold in-person meetings that involve a high degree of collaboration, where ideas are generated quickly and often feed off each other, e.g., brainstorming,
storyboarding, proposal development, strategic planning, and performance discussions. Staff who reside in the DC/MD/VA area are strongly encouraged to work from the office on those days.

Panagora Group, Inc. offers competitive salaries, including regular performance reviews and merit increases with an excellent insurance program (health, dental, and vision), paid leave, holidays, bonuses, employee assistance program, training and development assistance, commuter allowance, phone allowance, Society for International Development and Humentum Memberships, as well as employee stock ownership (ESOP) and 401K programs.