

Title: PIVOT Science Operations Manager
Dual reporting to: Scientific Director
Location: Seattle, WA
Status: Full Time
Start date: April 2020, or ASAP
Contract period: At will



Organizational Mission & Background

PIVOT (www.pivotworks.org) is a global health NGO that partners with the government of Madagascar to create a district level model health system. Ifanadiana District has a catchment area of 215,000 people, more than 75 percent of whom live in extreme poverty. PIVOT currently supports a district hospital, 21 health centers, and nearly 200 community health workers, with plans to expand. Our secret sauce is the integration of clinical programs, system readiness, and unprecedented data systems and we have generated some of the most rigorous evidence of health system impacts on population health. Currently, PIVOT has 187 staff in Madagascar including 6 international staff, and a small U.S.-based headquarters team. PIVOT Science is made up of three researchers, two based in the U.S and one in Madagascar, with additional support from advisors and external collaborators.

Science, learning, and data have been foundational to PIVOT's model since the beginning. We are now creating a dedicated arm of this work – called PIVOT Science – to ensure conditions for the research to flourish. By cultivating research talent within Madagascar, as well as serving as a hub for researchers and innovators from institutions across the globe, PIVOT Science brings a rigorous approach to refining our medical, social, and infrastructure interventions, into scalable solutions for the country of Madagascar and beyond.

Position Overview

This position serves as the lead on all PIVOT Science operations, financial and grant management and reporting, supports donor stewardship, and as a lynchpin in coordination between the PIVOT Science and other domains of the organization. As a key member of a nimble team, the ideal candidate will be operations- and finance-minded, detail-oriented, and able to perform functions across many disciplines in both the administrative and strategic realms. This role reports directly to the PIVOT Science Director, and collaborates with the rest of the PIVOT Science team as well as PIVOT teams in finance, development, and communications. PIVOT Science was formally approved by the PIVOT Board of Directors in 2019 and this position will help launch this new initiative.

Specific Responsibilities

Budget and Grant Management

- Serve as budget manager and budget approver of PIVOT Science budget

- Lead the annual budgeting and mid-year review processes for the PIVOT Science team
- Prepare quarterly reports on PIVOT Science financial performance variance for the Board of Directors
- Serve as lead financial architect of new funding opportunities related to research
- Manage research grant budgets, including those with activities across teams, coordinating closely with local grant managers and programmatic leads to ensure appropriate financial performance and compliance to grant terms
- Oversee the submission of all financial paperwork and reports for PIVOT Science team members, ensuring correct coding and fund allocation

Operations and Administration

- Lead annual work planning process for PIVOT Science, ensuring that activities requiring support from other teams are possible and clearly communicated
- Draft, enforce, adapt as needed PIVOT Science operational policies
- Ensure PIVOT Science is accurately and adequately represented in internal and external PIVOT communications, including through orientation of new hires
- Support the administrative needs of external collaborators and team members, including contracting, travel, procurement, and expense approval
- Draft content for PIVOT Science, including presentations, external reports, and communications materials
- As a member of a small, dynamic team, offer general administrative and logistical support to US-based PIVOT Science team as needed

Strategy, Development and Communications

- Create and adapt multi-year cost models to drive planning and fundraising decisions for PIVOT Science
- Work closely with team members across the US and Madagascar offices to innovate new ways to maintain strong integration across teams
- Support the PIVOT Science Director and PIVOT Development team to source and respond strategically to new funding sectors and opportunities
- Work closely with Development and Communications team members across the US and Madagascar

Qualifications

- Bachelor's degree required; Master's degree in relevant area of study preferred.
- At least 5 years of overall professional experience in non-profit operations, ideally with a focus on financial grant management.
- Grant management and compliance experience strongly preferred, particularly within the public sector.
- Immense attention to detail and established positive performance in administrative roles.

- Must have humility and drive to thrive in a mission-driven, versatile role that is both systems-related and strategic.
- Ability to travel internationally from time to time.
- Experience with or exposure to global health research, preferred.
- Passion for social justice, the mission & values of PIVOT, and the idea of working in solidarity with the rural poor of Madagascar.

Languages and Technical Competencies

- Proficiency in French, spoken and written, preferred.
- Fluency in Excel required, experience with QuickBooks a plus
- Familiarity and comfort with GSuite, including Gmail, Docs, Sheets, and Drive.
- Capable of productively using tools like Slack and Asana to manage workflows with teams.

To Apply

Please submit your CV and cover letter to jobs@pivotworks.org no later than **February 29, 2020**. Applications will be considered and interviews scheduled on a rolling basis. Please refer to the job title in the subject line of your email.

For more information on PIVOT, please visit our website at www.pivotworks.org.