

## Subaward Specialist (8369)

**Title: Subaward Specialist**

**Location: Seattle, WA or Washington, DC**

**Division: Office of Grants and Contracts**

PATH is an international organization that drives transformative innovation to save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health.

PATH's is currently seeking a Subaward Specialist who will sit within our grants and contracts program. This position may be located in either Seattle, WA or Washington, DC. The Subaward Specialist will be responsible for the administrative management and compliance oversight for subawards and will report to the Global Grants and Contracts Manager. **This position may require up to 25% domestic and international travel.**

The Subaward Specialist will be responsible for the preparation of subawards and amendments within a program portfolio, and the overall quality control of subawards. In addition, this role will work with program teams to ensure compliance and oversight during implementation and closeout. The Subaward Specialist, in collaboration with the Grants and Contracts Officers, will advise staff on contractual and grant issues, donor compliance, and implementation of PATH policies, related to subaward and subaward management.

Other responsibilities include:

- Provide support on subawards from pre-solicitation stage through closeout.
- Responsible for writing and reviewing subawards, including subcontracts.
- Act as main point of contact for program team for subawards on assigned programs.
- Support maintenance of subaward files; track and monitor electronic files during implementation.
- Serve as resource for subaward closeout to ensure compliance with donor rules and PATH policies.
- Keep abreast of, interpret, and provide guidance to staff on donor regulations related to subawards.
- Establish and maintain positive working relationships with donors and program staff.

### **Required Experience**

- Bachelor's degree in international development, business administration, pre-law, or related field required.
- Two to three years of international development experience strongly preferred.
- One to two years of experience supporting grants and contracts management and/or compliance activities required.
- Experience with MS Word, Excel and document management required; SharePoint and Salesforce preferred.
- High degree of accuracy and very strong attention to detail.
- Understanding of the full-life cycle of an award.

- Strong organizational skills.
- Ability to handle multiple tasks and competing demands.
- Ability to establish priorities and work effectively in a deadline driven environment.
- Strong writing and editing skills.
- Ability to work effectively both independently and in a diverse team environment.
- Strong communication skills with the ability to navigate complexities and build partnerships with donors and global program staff.
- Ability to travel domestically and internationally up to 25%.
- Must have legal authorization to work in the United States.

*PATH is dedicated to diversity and is an equal opportunity employer.*

*PATH is an equal opportunity employer. Every qualified applicant will be considered for employment. PATH does not discriminate based on race, color, religion, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.*