



HEATHER L. RAFEY, MBA

COMPLIANCE AND CONTRACT EXPERT

(508) 259-6123
Heather5062@gmail.com
skype: hrafey

KEY QUALIFICATIONS:

Extensive experience in compliance and management of federal government contracts and grants in the private and non-profit sectors, specializing in the area of international public health. Knowledgeable in all aspects of strategic business growth, proposal pricing, organizational development, risk analysis, audit and contract management. Solid background in grants management, procurement policies and performance-based financing. Strong interpersonal skills; known for clear communication and efficient work style.

EXPERIENCE:

RAFEY CONSULTING GROUP

Mar 2020 – Present

Principal/Consultant

- Providing expertise and mentoring on proposals, compliance, program implementation and risk management
- Assessments on company readiness for various donors and award types
- Organizational Development Plans and Implementation
- Providing expertise to clients in grant management, compliance for USG donor awards
- Curriculum development and training program implementation for junior staff
- Providing surge support as needed
- Providing expertise in the areas of award startup and contract interpretation
- Working with local organizations to provide guidance on grants and contracts management
- Current and past clients include Palladium, Pathfinder, Land O' Lakes/ Venture 37, Partners in Health, MCD Global Health, Kantar Public, MSI Reproductive Choices, Partners of the Americas, CARE International, Pan American Development Foundation and Environmental Incentives

THINKWELL

Jan 2017-Feb 2020

Director of Compliance and Contracts / Management Team Member

- As part of the Management Team, provided daily input and decisions on all aspects of operations with consideration to evolving the risk management strategy for the company with over 35 million in project funds.
- Supervised a contracts team providing hiring, mentoring and modeling in proposal submission, contract management and corporate compliance.
- Managed legal registration and compliance for non-profit and private companies in the US and globally.
- Established and documented systems, templates, policies and standards for all aspects of the company in alignment with the objectives and strategies.
- In consultation with technical proposal leads, provided leadership and support as part of the proposal team in the areas of donor risk, budget strategy and cost proposal preparation and submission.
- In line with company goals and objectives, negotiated budgets and contract terms with companies prior to signature or agreement. Established company's preferred contract structure, in accordance with regulations.

- Managed all vendor relationships including insurance and IT contracts.
- Trained staff on USG, company policies and donor regulations as needed.

MANAGEMENT SCIENCES FOR HEALTH

1998 – 2017

Senior Contract Officer (2003 – 2017)

- Provided contract administration for assigned projects including a three-year project in Afghanistan with a contract value of over \$136M.
- Managed and mentored staff of up to six as a Unit Leader.
- Prepared and delivered training on all USG government rules and regulations.
- Wrote three 50-page manuals on grants management and performance-based financing.
- Prepared cost proposals as part of the proposal team for submissions to potential donors.
- Negotiated terms and conditions and drafted contracts.
- Provided interpretation based on experience on contract terms and conditions and government rules and regulations.

Contract Officer (1998 – 2003)

- Provided home office contracts administration support to public health projects across Africa, Asia, and Latin America.
- Provided training for local contracts staff on government regulations.
- Researched regulations from many different donors including USAID, CDC, DFID, and foundations.
- Prepared Cost Proposals on over 50 proposals annually.
- Managed a team of three staff.

CHARLES RIVER ASSOCIATES, INC.

1992 – 1998

Contracts Administrator

- Managed all client contracts and proposals for economic consulting firm.
- Prepared, drafted, reviewed and negotiated contracts with commercial, federal, state and local governments.
- Provided program management and budgeting support to research staff.

BOARD POSITIONS:

Board Member, JEFF'S PLACE, Framingham, MA

Past Treasurer, NEIGHBOR BRIGADE., Boston, MA

Past Treasurer, INTERNATIONAL SOCIAL WORK SOLUTIONS, INC., Boston MA

VOLUNTEER WORK:

Director, JEFF'S PLACE, Framingham MA

Patient Navigator, JEWISH FAMILY SERVICES, Framingham, MA

EDUCATION:

Master of Business Administration, Finance, CLARK UNIVERSITY, Worcester, MA

Bachelor of Arts, Economics, CLARK UNIVERSITY, Worcester, MA

LANGUAGES:

English: Native; Spanish: Professional