

Alexandra R. Osberg, MPH, DrPH(c)

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Public health leader with over 10 years of experience managing multimillion-dollar grant and contract portfolios across federal, state, and philanthropic sectors. Proven success in overseeing compliance, donor reporting, and cross-functional coordination to drive strategic initiatives. Deep subject-matter expertise in reproductive health, adolescent health, and maternal health. Skilled in aligning operational practices with public health priorities, enhancing grantee capacity, and translating research into action.

PROFESSIONAL EXPERIENCE

U.S. Department of Health and Human Services, Office of Population Affairs – Rockville, MD (remote)
Population Health Project & Contract Manager – Division of Research and Evaluation
April 2021 – Present

- **Directed a \$15M portfolio of federal research and evaluation contracts** supporting national public health initiatives in family planning and adolescent health, ensuring alignment with strategic priorities and optimizing contractor performance
- **Led end-to-end contract management**, from opportunity development and Request for Proposal (RFP) drafting to vendor selection, project execution, and closeout, ensuring accountability and efficiency across all phases
- **Developed and maintained detailed and accurate project plans, timelines, and budgets**, supporting strategic planning and operational tracking across multiple initiatives
- **Monitored project performance and financial metrics**, proactively identified risks, implemented mitigation plans, and ensured alignment with strategic goals
- **Delivered data-driven presentations and strategic recommendations to senior leadership**, synthesizing research insights and operational trends to guide program improvement and funding decisions
- **Designed and implemented internal systems** to enhance contract oversight and strengthen performance monitoring
- **Led internal capacity-building** initiatives for contracting staff, increasing organizational readiness to manage complex population health initiatives

Community Foundation for Greater Buffalo – Buffalo, NY
Program Officer – Community Impact
November 2018 – April 2021 (part-time consultant through May 2022)

- **Managed a \$5M+ portfolio of publicly and privately-funded grants and contracts**, including the New York State-funded Workforce Development Challenge; drafted agreements, monitored grantee progress, advised grantees on modifications to projects, and developed bi-annual funder reports
- **Developed and maintained comprehensive project documentation**, including status reports, action plans, and risk logs to ensure transparency, mitigate risk, and support informed decision-making
- **Delivered technical assistance and internal training** to staff on grants management best practices, strengthening compliance and operational efficiency
- **Led audit preparation and served as the primary contact for audit inquiries**, ensuring timely, accurate responses and full regulatory compliance
- **Advised philanthropic partners on strategic funding approaches**, helping align investments with measurable public health outcomes and community needs
- **Designed and executed Requests for Proposals (RFPs)** for youth employment and workforce development initiatives, and developed grant applications and scoring criteria to guide funding decisions
- **Formulated funding recommendations and evaluation strategies** for partner foundations
- **Provided capacity-building support to community-based organizations**, strengthening grantee effectiveness and sustainability

U.S. Department of Health and Human Services, Office of Adolescent Health – Rockville, MD
Research & Evaluation Program Manager – Division of Research and Evaluation
February 2015 – November 2018

- **Managed federally funded research and evaluation contracts and grants**, with a focus on regulatory compliance, milestone tracking, and budget oversight to ensure successful program delivery
- **Monitored project performance through regular check-ins and data review**, identifying barriers and adjusting implementation plans to stay aligned with goals and timelines
- **Provided subject matter expertise to grantees and contractors**, strengthening evaluation design, improving program implementation, and increasing the impact of federally funded initiatives
- **Prepared and delivered high-level briefings and presentations** that translated complex research findings for senior leadership and other stakeholders
- **Co-led the development and launch of a federal research grant program**, defining strategic priorities, drafting funding announcements, and coordinating internal planning with program and budget teams
- **Authored Requests for Proposals (RFPs) and Notices of Funding Opportunity (NOFOs)** for federal research contracts and grants, ensuring strategic alignment and compliance with acquisition policies

KEY SKILLS & CERTIFICATIONS

- **Project and Contract Management:** RFP development, contract negotiation, grantee and contractor relationship management, grant and contract compliance, performance monitoring, budget tracking, donor reporting, cross-functional team coordination, operational metrics tracking
- **Strategic Collaboration:** Human-Centered Design, stakeholder engagement, interdepartmental alignment, leadership briefing, strategic decision support
- **Operational Effectiveness & Compliance:** Budget and performance analysis, risk identification and mitigation, process improvement, executive reporting, and regulatory compliance
- **Procurement:** Expertise in federal and nonprofit procurement
- **Technical Tools:** Microsoft Office Suite, SharePoint, Foundant, Drupal, R Studio, SPSS
- **Certifications & Clearance:** Contracting Officer's Representative (COR) Level II – Federal Acquisition Oversight, CITI Human Subjects Research, BEAM (Building Expertise in Administration and Management), Public Trust Security Clearance – Active

PUBLICATION

Warner, A., Bennett, N., Asheer, S., et al. *Sustaining Programs: Lessons Learned from Former Federal Grantees*. *Maternal and Child Health Journal*, 24, 207–213 (2020). <https://doi.org/10.1007/s10995-020-02878-7>

EDUCATION

Rutgers University School of Public Health **September 2022 – May 2026 (expected)**

Doctor of Public Health (DrPH) Candidate in Leadership, Practice, and Research (Expected May 2026)
Dissertation topic: Social Supports and Perinatal Mental Health
GPA 4.0 / 4.0

University at Buffalo, The State University of New York **August 2012 – September 2014**

School of Public Health and Health Professions
Master of Public Health; concentration in Health Services Administration
GPA: 3.86 / 4.00

University at Buffalo, The State University of New York **August 2008 – June 2012**

College of Arts and Sciences
Bachelor of Science, Psychology with High Distinction
GPA: 3.65 / 4.00 – Magna Cum Laude