



**THE GLOBAL FUND FOR CHILDREN  
POSITION DESCRIPTION  
PROGRAM OFFICER – EASTERN EUROPE**

The Global Fund for Children (GFC) ([www.globalfundforchildren.org](http://www.globalfundforchildren.org)) envisions a world where all children grow up to be productive, caring citizens of our global society. GFC advances the dignity of young people around the world through its grantmaking program, which funds community-based organizations that serve the health, rights, and development of children and youth in four major issue areas: Learning, Enterprise, Safety, and Healthy Minds and Bodies. GFC's grantmaking program is an established and expanding program that is poised for growth and diversification. It currently comprises over 200 grassroots grantee partners in over 60 countries, with program grants totaling approximately \$3.5 million annually. GFC is currently in a period of institutional growth and strengthening and seeks an exceptional individual to lead and manage the grant support, value-added services, and knowledge initiatives for the Eastern Europe region.

The role of the program officer is to build and strengthen the grantmaking program of The Global Fund for Children. In collaboration with other staff of the grantmaking program, the program officer evaluates, develops, and implements regional program strategy, operations, budget, and partnerships. The program officer's primary responsibility is the management of a grants portfolio totaling approximately \$240,000 and currently comprising 20+ grantee partners in 7 countries. The program officer also coordinates field contacts, evaluators, and other key partner organizations in the Eastern Europe region, currently encompassing Bosnia, Bulgaria, Georgia, Romania, Serbia, Turkey and Ukraine. In addition, the program officer works with the vice president of the grantmaking program to create materials, expand funding sources, and present GFC's work and message to national and international audiences. This position is based in Washington, DC, and reports to the vice president of the grantmaking program.

**Role and Responsibilities**

The responsibilities of the program officer for Eastern Europe include, but are not limited to:

**Grantmaking**

- Identify community-based organizations in Eastern Europe that fall within GFC's issue portfolios or otherwise meet GFC's funding criteria
- Conduct and maintain due diligence in selecting, evaluating, and managing existing and potential grantee partners
- Perform site visits of current and potential grantee partners
- Manage semi-annual grants docket, including developing recommendations and rationale for funding of grantee partners, grant amounts, and areas of GFC support
- Cultivate relationships with grantee partners through ongoing communication with potential and existing grantees
- Assist in the semi-annual distribution of grants totaling approximately \$240,000 to a total of approximately 20 grantee partners
- Assess and update GFC's grantmaking guidelines and process, as appropriate, in collaboration with the grantmaking program team
- Develop and maintain grants lists
- Oversee grant administration, monitoring, and reporting for all Eastern Europe grantee partners

### **Value-Added Services**

- Assist grantee partners in leveraging additional funds from other foundations and individuals
- Promote GFC's grantees and grantmaking program, in collaboration with the development team and senior management
- Manage ongoing relationships with regional partner(s) for capacity building and grantee support

### **Knowledge Sharing and Networks**

- Oversee and collaborate with partners in Eastern Europe in the facilitation of the grantee network, knowledge exchange workshops, and grantee partner organizational development
- Contribute to design and oversight of program evaluation
- Work in collaboration with consultants and other members of staff to organize research, information, and results from proposals, reports, and surveys
- Explore avenues for initial knowledge-gathering program, including results from tracking grants, health and well-being forms, specific issue area and organizational information gathered from grantee partners, evaluations, etc.
- Network with individuals, NGOs, and other organizations working in the areas of children's rights, health and well-being, and education

### **Communications**

- Contribute content for grantmaking sections of GFC's website, annual report, grants list, and other external publications
- Contribute to creation, editing, formatting, and dissemination of country descriptions written by external writing consultant. Ensure accurate, relevant, and timely country information and background information for GFC partner countries in Eastern Europe

### **Qualifications**

Candidates should demonstrate the following range of skills, experience, and qualities:

- Master's (MBA, MPP, MA) degree in related field with a minimum of 4 years of relevant professional experience preferred; OR bachelor's degree in related field with a minimum of 6 years of relevant professional experience
- Fluency in English, additional proficiency in Russian or other Eastern European language preferred
- Overseas experience in Eastern Europe required
- Experience with community-based organizations working with youth, education, social change, rights, or health
- Issue area knowledge of child and youth development, social protection, rights, health, and/or education
- Familiarity with national, regional, and global civil society actors and issues
- Experience with the grantmaking or grant-seeking process preferred
- Excellent writing, communication, presentation, and interpersonal skills
- Critical-thinking skills, including the ability to analyze field-based information
- Exceptional attention to detail, organization, and time management
- Self-motivated team player with balance and humor
- Ability to work in a fast-paced, entrepreneurial environment
- Ability to travel independently in developing countries (2-3 international trips per year anticipated); occasional overnight domestic travel
- Permanent authorization to work full-time in the US required

### **Compensation**

- A competitive salary and excellent benefits will be provided

***The Global Fund for Children is an equal-opportunity employer.***

*Please submit a cover letter and resume to [jobs-eur@globalfundforchildren.org](mailto:jobs-eur@globalfundforchildren.org). The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications earliest possible.*