



ASSOCIATE PROGRAM OFFICER - WEST AFRICA

Position Description

The Global Fund for Children (GFC) envisions a world where all children grow up to be productive, caring citizens of our global society. GFC's grantmaking program provides flexible philanthropic capital and capacity-building support to innovative community-based organizations that serve the health, rights, and development of children and youth. To date, GFC has granted over \$35.5 million to more than 600 grassroots partners in 78 countries.

The Africa and Middle East regional program currently encompasses an annual grants portfolio of almost \$1 million, supporting 70 grassroots organizations in 20 countries in Africa and the Middle East. GFC has an immediate opening for an individual with exceptional talent, commitment, and drive to fill the role of the associate program officer for West Africa to support and strengthen GFC's grantmaking program in that region. Reporting to the program officer for Africa and the Middle East, the associate program officer for West Africa will primarily be responsible for overseeing the West Africa portfolio and managing grantee relationships in West Africa and a few East Africa Francophone countries. The position is based in Washington, DC.

Key Responsibilities

The responsibilities of the associate program officer for West Africa include, but are not limited to:

Grantmaking

- Collaborate with all grantmaking team staff on implementation of overall grantmaking strategies and practices
- Identify community-based organizations in the region 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
- Carry out site visits to current and potential grantee partners
- Assist in the management of semi-annual grants dockets, including developing recommendations and rationales for funding grantee partners, grant amounts, and areas of GFC support
- Assist in the semi-annual grant disbursement process, in collaboration with the finance team
- Oversee grant administration, monitoring, and reporting for all grantee partners in the region
- Manage special emergency and crisis grants as needed in the region

Value-Added Services

- Assist grantee partners in leveraging additional funds from other foundations and individuals
- Manage ongoing relationships with regional partners for capacity building and grantee support
- Promote GFC's grantees and grantmaking program, in collaboration with the development team
- Facilitate the implementation of regional organizational development awards, in collaboration with local partners

Knowledge

- Contribute to the design and oversight of program evaluation
- Work in collaboration with consultants and staff members to organize research, information, and results from proposals, reports, and surveys
- Explore and pursue avenues for knowledge initiatives
- Provide support for the organization of regional Knowledge Exchange workshops

Partnerships Management

- Oversee and collaborate with regional partners, advisers, and consultants in the facilitation of grantee networks, knowledge exchange, and grantee partner organizational development
- Network with individuals, NGOs, and other stakeholders working in the area of child protection

- Cultivate GFC's relationships with grantee partners through ongoing communication with potential and existing grantees

Communications

- Contribute relevant content for annual reports and other GFC materials
- Contribute and update content for grantmaking sections of the GFC website

Qualifications

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

- Master's degree in a related field with a minimum of 2 years of relevant professional experience; **or** bachelor's degree in Africa regional studies, international relations, international development, international education, or a related field, with 4 years of relevant professional experience
- Demonstrated professional experience in nonprofit management/social entrepreneurship and organizational development and effectiveness
- Fluency in English and French required
- Overseas experience living and/or working in West Africa
- Experience working with community-based organizations in West Africa working with children and youth, education, social change, microfinance/microenterprise, or health
- Knowledge regarding child and youth development, social protection, health, and/or education
- Familiarity with national, regional, and global civil society actors and issues in the region
- Experience with the grantmaking or grant-seeking process
- Excellent writing, communication, presentation, and interpersonal skills
- Strong critical-thinking skills and exceptional attention to detail, organization, and time management
- Self-motivated team player with balance and humor
- Ability to travel independently in the region
- Permanent authorization to work full-time in the United States required

The Global Fund for Children is an equal opportunity employer.

The Global Fund for Children offers a competitive salary and excellent benefits. Please visit our website at www.globalfundforchildren.org to learn more. To apply, please submit a cover letter and resume to careers@globalfundforchildren.org with "Associate Program Officer - West Africa" in the subject line. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. Please note that only shortlisted candidates will be contacted.