



## **Program Officer, India**

**This is a contract position based in India. Applicants must be Indian citizens or have authorization to work in India. GFC will not cover relocation costs or the cost of living in India.**

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 awarded 5,147 grants valued at nearly \$37 million to 619 grassroots organizations in 78 countries.

GFC's South Asia program encompasses an annual grants portfolio of nearly \$450,000 supporting 42 grassroots organizations in 5 countries in the region: India, Nepal, Pakistan, Bangladesh, and Sri Lanka. GFC has an immediate opening for an individual with exceptional talent, commitment, and drive to fill the role of program officer (PO) for India to support and strengthen GFC's grantmaking program in the country.

GFC currently supports 27 innovative grassroots partners in India working on a range of issues that affect the lives of children. The program officer for India will report to the South Asia program officer based at GFC's global office in Washington, DC, and will primarily be responsible for managing grassroots partners, field contacts, associated donors, and other key partners in India, as well as supporting team-wide programs and initiatives in the country.

### **Core Responsibilities**

#### **Grantmaking**

- In partnership with the South Asia PO, identify and filter Indian grassroots organizations that fall within GFC's issue areas and priorities and that meet GFC's funding criteria
- Conduct and maintain due diligence in selecting, evaluating, and managing existing and potential grassroots partners in India
- Cultivate relationships between GFC and its grassroots partners through ongoing communication with potential, current, and past partners
- Conduct at least one site visit to each current and potential grassroots partner in India (cover all existing partners within first 6 months of hire), with a priority on visiting high-risk partners first
- Provide written Monitoring Visit Reports to the South Asia PO
- Conduct organizational capacity assessments and conversations to evaluate and strengthen grassroots partners' organizational development
- In a timely and accurate manner, input data into GFC's data management system (GIFTS) and generate reports based on data

#### **Value-Added Services**

- Assist grassroots partners with raising additional funds from other foundations and individuals
- Manage ongoing relationships with local consultants and specialists for capacity building
- Promote GFC's grassroots partners and grantmaking program, in collaboration with the South Asia PO, the development team, and senior management
- Support, and possibly facilitate, one country-level Knowledge Exchange workshop annually
- Facilitate the implementation of organizational development support, in collaboration with the South Asia PO and local consultants and specialists

## **Knowledge**

- Contribute to the design and oversight of GFC's monitoring, learning, and evaluation efforts
- Work in collaboration with consultants and staff members to organize research, information, and results from proposals, reports, and surveys
- Explore and pursue avenues for supporting the South Asia PO and senior management on knowledge sharing and thought leadership

## **Communications and External Relations**

- Network with individuals, NGOs, and other organizations in the areas of children's rights, health and well-being, education, and social entrepreneurship
- Contribute brief, original content for program sections of GFC's blog, website, annual report, and other communications materials, as well as for external publications
- Assist with development team requests, included donor trips, as needed
- Provide timely communication and updates to the South Asia PO, senior management, and staff based in Washington, DC, and be responsive to requests given the difference in time zones

## **Qualifications**

- Master's degree with a focus on nonprofit management, international development, social innovation, or business, with a minimum of 2 years of relevant professional experience preferred; **or** bachelor's degree with 3 to 5 years of relevant professional experience
- Fluency in English and Hindi required
- Self-motivated team player with a track record of initiating and sustaining projects and programs
- Experience with the grant-making or grant-seeking process
- Strong project management and critical-thinking skills, along with exceptional attention to detail, organization, and time management
- Demonstrated professional experience in nonprofit management, social entrepreneurship, or capacity building, with skills in strategic planning, fundraising, board development, human resources, financial management, monitoring and evaluation, community relations, and/or IT for grassroots organizations
- Experience and a strong track record of relationship building. Candidate must be able to work well with diverse populations and to create local networks and relationships to leverage for grassroots partners.
- Strong donor management and communication skills
- Strong problem-solving skills and a track record of creativity in identifying realistic solutions to roadblocks
- Enthusiastic and comfortable traveling independently in India and internationally (2 to 3 international trips per year)
- Commitment to grassroots leadership and empowerment for sustainable change
- Strong ethical and moral compass
- Strong social and emotional intelligence and empathy, paired with a demonstrated understanding of how individuals, groups, and societies work. Naturally collaborative and able to easily work in different team settings.
- Knowledge and understanding of the social sector in India in regard to child and youth development, social protection, human rights, health, and/or education
- Experience working with MicroEdge GIFTS or similar data management system preferred
- Excellent writing, communication, presentation, and interpersonal skills
- Permanent authorization to work full-time in India required
- Must be able to work occasional non-business hours and/or weekends

### **How to Apply**

To apply, please submit a cover letter, resume as well as salary requirements to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org) with 'Program Officer, India' 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. Due to high volume, only those candidates selected for an interview will be contacted.