

Search Announcement

Senior Program Officer
Grants and M&E

Posted: January 2020

Position: Coordination and Fundraising

Salary: Commensurate with experience

Deadline: Till position filled

Location: Geneva, Switzerland

Field: Global Health

Website: www.endhep2030.org

Employment Level: 60% FTE

Category: grant-making, grants administration, monitoring and evaluation, grantee support, and communication

Introduction

The Hepatitis Fund (aka “EndHep2030”) is a tax-exempt charitable foundation with business registration in Switzerland (CHE 309.456.081).

Launched in November 2017 at the World Hepatitis Summit as the result of collaboration by World Health Organization, US CDC and ZeShan Foundation, EndHep2030 was conceived as an international collective funding platform for the global campaign to eliminate viral hepatitis by 2030 as articulated by the World Health Organization Global Health Sector Strategy. Its Board of Directors is supported by a group of highly committed thought leaders and leading practitioners from diverse stakeholder communities and sectors.

With a limited life-span (sun-setting by 2035), EndHep2030 aims to raise US\$ 1 billion in catalytic funding to support the campaign to eliminate viral hepatitis as a global health threat. The geographic priorities as identified through broad consultation are the Asian and Pacific region and the Sub-Saharan Africa, which combined contribute 85% - 90% of the global burden of viral hepatitis. For more information about us, please visit our website www.endhep2030.org.

We invite qualified and highly motivated professionals to apply for the position of **Senior Program Officer, Grants and Monitoring and Evaluation (M&E)**. Reporting to the President and Chief Executive Officer, the successful candidate will be an integral part of EndHep2030’s grantmaking and M&E operations. The incumbent will work closely with the communication team and coordinate for the Program and Grants Committee (P&GC).

Summary of the position

The Senior Program Officer, Grants and M&E in their capacity as a project manager, will take an active role in implementing grantmaking programs and strategy across EndHep2030 globally. This encompasses developing calls for proposals, managing the proposal submission process, coordinating review process by working with outside review panels, and maintaining contact with grantee organizations and grant seekers.

The incumbent will contribute to developing and implementing strategies that align EndHep2030's strengths, initiatives and priorities through catalytic grantmaking activities, and will play an instrumental role in positioning EndHep2030 on the leading edge in a concerted effort to increase fundraising and collaborations for EndHep2030. The incumbent will also provide coordinating support to fundraising consultants whom EndHep2030 may retain from time to time.

The two main areas of responsibility for the position include *but are not limited to*:

1. Grant Making

- a. Conduct research on landscape, funding gaps and needs analysis in priority regions to achieve elimination goals.
- b. Design and implement calls for proposals by consulting with multiple key stakeholders.
- c. Conduct due diligence on grant seekers' eligibility and regulatory compliance.
- d. Maintain communication with grantees and grant seekers in a timely fashion.
- e. Explore and research innovative funding models/practices to diversify EndHep2030's pipeline for project support.
- f. Facilitate developing partnerships with non-traditional funding sources such as commercial chain operators.
- g. Maintain relevant portions of EndHep2030.ORG.

2. Donor Engagement

- a. Coordinate activities for engaging existing donors by keeping them informed of progress of funded programs.
- b. Gauge prospective donors' interest in public health, cancer prevention, and hepatitis elimination and recommend individualized cultivation strategies.
- c. Contribute to the formation of a donor support strategy and the development of a tool kit for investing in hepatitis.
- d. Prepare timely project reports for donors and the Board.
- e. Coordinate public relations with the Director of Communication and Stakeholder Engagement.

Qualifications and skills

- Prior experience in project management and coordination in global health, multi-national health programs, and/or disease elimination.
- Must be already eligible for employment in Switzerland or the United States and be able to travel internationally as needed.
- Minimally an earned bachelor's degree from an accredited institution plus 8 years of progressive experience in related field(s); or an earned Master's degree with at least 3 years of relevant professional experience.
- A degree in public health, epidemiology, or business management is helpful.
- A keen understanding in non-profit fundraising, major campaign, and management of donor relations.
- Work/academic experience in global/public health, infectious disease, disease elimination/eradication, and non-profit program management are desirable.
- Self-motivated, detail oriented and able to take initiative.
- Personable, diplomatic and mature.
- Able to maintain high level of discretion, confidentiality and sound judgment.
- Excellent French/English language skills.
- Experienced in managing complex projects.
- Able to work independently and comfortable with a virtual work environment
- Capable of multi-tasking and able to navigate a virtual organization with multiple locations and stakeholders spread throughout the world.
- Demonstrated understanding of project management concepts
- Skillful in standard office software packages and online research

Physical Requirements/Working Conditions

The incumbent may perform job duties in a traditional business office environment with the flexibility to telecommute. Tasks are generally carried out with no specific or unusual physical or environmental demands. While performing the duties of this job the incumbent is regularly required to work at a desk with a computer for extended periods of time. Specific physical abilities required by this job include operating basic office equipment such as personal computers, copying machines, fax machines and standard office telephones. The incumbent will be required to attend meetings, both on-site and off-site, via phone or videoconference. Certain amount of international travel will be required.

How to apply

Please email your CV with a cover letter and 3 – 5 professional references (please do not include academic references), samples of original writing (up to 20 pages in total) to wslie@endhep2030.org. Please write "Senior Director, MC&DE" in the subject field.

Deadline: Review and interview will be on a rolling basis till the position is filled

The Hepatitis Fund is an equal opportunity employer.