



**THE GLOBAL FUND FOR CHILDREN
POSITION DESCRIPTION
PROGRAM OFFICER – EAST AND SOUTHEAST ASIA**

The Global Fund for Children (GFC) (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 promote the health, rights, and development of children and youth in four major issue areas: Learning, Enterprise, Safety, and Healthy Minds and Bodies. GFC's established and expanding grantmaking program is poised for growth and diversification. It currently includes over 200 grantee partners, with program grants totaling approximately \$3.8 million annually in over 60 countries. GFC is 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 East and Southeast Asia 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 program department, 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 \$350,000 and currently composed of 28 grantee partners in 9 countries. The program officer also manages the Recovery and Renewal Grant portfolio for tsunami partners and coordinates field contacts, evaluators, and other key partner organizations in East and Southeast Asia. In addition, the program officer works with the vice president of programs to create materials, expand funding sources, and present GFC's work and message to national and international audiences. This position reports to the vice president of programs.

Role and Responsibilities

The responsibilities of the program officer for East and Southeast Asia include, but are not limited to:

Grantmaking

- Identify community-based organizations in East and Southeast Asia 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 GFC's relationships with grantee partners through ongoing communication with potential and existing grantees
- Assist in the semi-annual distribution of grants totaling approximately \$350,000 to a total of approximately 28 grantee partners
- Manage and oversee restricted grantmaking for GFC's tsunami reconstruction fund
- Assess and update GFC's grantmaking guidelines and process, as appropriate, in collaboration with the program team
- Develop and maintain grants lists
- Oversee grant administration, monitoring, and reporting for all east and southeast Asia grantee partners
- Develop and shape overall regional strategy of grassroots and country investment for maximum results, including but not limited to issue area and geographic priorities, potential for leveraged funding, and visibility

Value-Added Services

- Assist grantee

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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 East and Southeast Asia-based partners in the facilitation of the grantee network, knowledge exchange, and grantee partner organizational development
- Contribute to the design and oversight of program evaluation, including collection and primary analysis of predefined metrics for organizational capacity, grant maximization, and program effectiveness, in collaboration with the vice president of programs
- 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 grant, health and well-being form, 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

- Create primary communications content to profile GFC's and grantee partners' work, especially through blog posts from travel and site visits (www.gfcontheroad.org)
- Contribute content for grantmaking sections of GFC 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 east and southeast Asia

Qualifications

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

- Master's degree (MBA, MPP, MA) in related field with minimum 4 years of relevant professional experience preferred; OR bachelor's degree in related field with a minimum of 6 years relevant professional experience
- Issue area knowledge of child and youth development, social protection, rights, health, and/or education
- Experience with community-based organizations working with youth, education, social change, rights, or health
- Familiarity with national, regional, and global civil society actors and issues
- Fluency in English, plus professional proficiency in Mandarin Chinese desired
- Overseas experience; experience in Asia or developing country preferred
- 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); 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-eseasia@globalfundforchildren.org.

The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible.