



## Program Officer

Do you want to ignite innovation to help children and youth transform the world? Do you believe in grassroots NGOs as visionary change-makers?

The Global Fund for Children is looking for a Program Officer to help drive change by and for children and youth across the globe.

You will join a multinational team of caring and committed individuals who believe in investing in bold ideas to help grassroots organizations deepen their impact and advocate for children's rights. We value collaboration, integrity, innovation, and impact, and our partners' visions for change inspire all we do. Feedback and learning get us up in the morning, and we strive to be youth-centered.

**How does it all work?** We invest in grassroots organizations that improve the lives of children and youth challenged by poverty, injustice, and discrimination. We provide flexible, small grants and help our partners develop their organizational capacity in order to grow and be efficient and effective. We are committed to advancing the rights of children and youth, and we fund organizations that are tackling tough issues in our four thematic focus areas: education, gender equity, youth empowerment, and freedom from violence and exploitation. We seek to boost the collective efforts of our partners to influence transformative change and mobilize networks, and we encourage our partners to learn from each other.

**What will you be doing?** You will build direct relationships with grantees in our global portfolio, with a focus on the Americas; serve as a mentor; and help connect our partners to resources to strengthen their capacity. You will manage incoming grants to support our work in the field, track partner progress and deliverables, prepare grant reports, and contribute to proposals. You will help document and communicate about the work of our partners. You will learn about grantmaking operations and help make sure our grantmaking processes are as effective as possible. You will contribute your programmatic and/or organizational development knowledge across our portfolio to provide better support to our partners. You will work with local consultants on projects to help partners advance their work and will track and share country, regional, and issue trends in the areas where we work.

**Are you the right person?** We would love it if you have experience with grant management and reporting and/or project management. You like improving systems, are organized, and remember the details. You have program design and implementation experience in one of our thematic focus areas and/or a technical skill area relevant to NGOs, such as monitoring and evaluation. You are familiar with grassroots organizations and their strengths and challenges. You have solid knowledge of the Americas region and language skills relevant to the countries where GFC works, with a strong preference for professional fluency in Spanish and English. French, Portuguese, or Haitian Creole fluency are also helpful. You love to learn and work with diverse teams and are willing to travel domestically and internationally about 20% of your time.

If this sounds like a fit, we want to hear from you. Please send a cover letter and a resume or curriculum vitae, in one PDF, all in English, to [careers@globalfundforchildren.org](mailto:careers@globalfundforchildren.org), with "Program Officer" in the subject line. Position is open until filled. Check us out at [www.globalfundforchildren.org](http://www.globalfundforchildren.org). Benefits are great and salary is negotiable.