



Program Associate for the Americas and Africa

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 Associate to help drive change by and for children and youth in the Americas and Africa. 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? In collaboration with the Americas and Africa program teams in Washington, DC, you will coordinate grant and capacity development support to select grantee partners, particularly those who prefer to communicate in Spanish and French (and Portuguese if you speak that as well!). You will build direct relationships with local grassroots partners within our Americas and Africa portfolios; serve as a mentor, cheerleader and internal advocate; and help connect our partners to resources to strengthen their capacity. You will support the grantmaking process, track reporting and measurement of outcomes, update our grants database, draft funder reports and contribute to project management and new proposals. You will help document and communicate about the work of our partners and research new areas of investment. And you'll be a member of the Programs team, contributing to new programming, shaping new strategies, and pitching in on team efforts to make GFC's work ever more impactful.

Are you the right person? We are looking for someone with passion for mastering all the pieces of global grantmaking operations, from early planning to final reporting and reflection. You enjoy working in a collaborative environment and are a strong communicator. You are incredibly organized, and can be counted on to meet deadlines. You have at least an undergraduate degree in Africa or Latin America regional studies, social science, international relations, international development, or a related field, and you may even have a master's degree. You have explored topics around child and youth development, children's rights, education, gender equity, youth empowerment or child protection and your curiosity drives you to learn more. You've probably had some experience living and working in another country which gives you an understanding of the diverse contexts in which our partners work. You have a year, maybe more, of professional experience that has built your skills in time management and multi-tasking, writing for diverse audiences, attention to detail, project and budget management, and cross-cultural communication. You have professional proficiency and even fluency in Spanish, French and English (and you might even surprise us with another language). You're at ease with and can efficiently learn and use all the standard technology, software and web-platforms small organizations like GFC rely on to make our global work possible. You reside in Washington, DC, have permission to work in the US, and you are



willing to travel occasionally in Africa and Latin America. You thrive in diverse environments with people of all ages, races, ethnicities, religions, abilities, gender identities, and sexual orientations.

If this sounds like you, we want to hear from you. Please send a cover letter and a resume or curriculum vitae, all in one pdf, all in English, to careers@globalfundforchildren.org, with Program Associate in the subject line. Position is open until filled. Check us out at www.globalfundforchildren.org. Salary is \$40,000 to \$50,000, depending upon experience.