



Senior Program Associate

This is a full-time role ideally based in Washington D.C. We will consider the geographic location of candidates on a case-by-case basis. GFC will not cover relocation costs. Applicants must be citizens or have the authorization to work in the United States. We strongly encourage qualified women to apply.

Who we are:

In the fight for children's rights, Global Fund for Children champions bold ideas that would otherwise go unheard. We are the only global nonprofit dedicated to discovering, funding, and coaching truly community-based organizations that empower children and youth. More details about our programs and history can be found on our web site at www.globalfundforchildren.org.

Global Fund for Children understands that to reach children and youth in disadvantaged, vulnerable, and/or marginalized contexts, it is vital to partner with local, cutting-edge organizations that are already working to solve these challenges in their communities. Although these organizations have a deep understanding and commitment to the needs of children and youth, they often face high barriers to access financial and other resources; technical knowledge; and connections to other organizations working on similar issues. We also recognize the importance of partnering with more experienced organizations, where appropriate, to contribute to specific activities where their knowledge and perspectives will be valuable.

Our local partners in Africa are as diverse as the children and young people they serve. One thing unites them all: a deep, game-changing commitment to children and youth of the "last mile." GFC's long history in Africa and our commitment to our mission to reinforce the capacity of grassroots organizations in programmatic outcomes and organizational development, positions us to strengthen grantee partner knowledge, networks and programmatic impact as it pertains to children and youth empowerment and wellbeing across the region. Since 1997, GFC has had a longstanding presence and commitment to supporting grassroots innovations in Asia. GFC's partners in Asia work across South and Southeast Asia, addressing issues such as child labor, trafficking, inclusion, gender equity, and sexual and reproductive health rights.

Who we need:

GFC is poised to launch several initiatives to support children, and young people overcome barriers resulting from the COVID-19 pandemic within the next few months. GFC is looking for a solutions-oriented and partnerships-focused individual to support its globally-based Africa and Asia teams across the various initiatives.

We are looking for a driven individual with a passion for mastering all the pieces of global grantmaking operations, from early planning to final reporting and reflection. Additionally, we seek a colleague with a

high interest in research and using data to make informed, effective decisions towards process improvement. In collaboration with teammates on the Africa team, the Senior Program Associate will begin by supporting the selection of new grassroots partners across new initiatives in the region. This will involve research on potential organizations, support with the scouting and vetting of the organizations, and coordinating their ongoing grant and capacity development. The Senior Program Associate will dedicate 30% of their time to supporting the Asia team's grantmaking administrative process to disburse grant funds to partners and ensure effective reporting. Over time, the position will support and eventually take on more responsibility for other initiatives originating in Africa. The Senior Program Associate will work closely with the entire GFC Programs team, contributing to new programming and strategies, and pitching in on team efforts to make GFC's work ever more impactful. The position will report to the Regional Director for Africa in Washington, D.C., with a dotted line to the Senior Regional Director for Asia.

What you'll do:

Partnership Development and Management

- In collaboration with the regional team, identify African grassroots organizations that align with GFC's priorities and that meet GFC's funding criteria
- Contribute to conducting and maintaining due diligence in identifying and understanding potential grassroots partners in the region
- Contribute to building trust-based relationships with local organization partner leaders and staff, through calls and visits, as the foundation for peer-to-peer capacity development and support, from an empowering partnership approach that challenges traditional power dynamics between donors and grantees
- Support the process of facilitating participatory organizational capacity self-assessments and capacity development planning to support grassroots partners' organizational development
- Contribute to creating, nurturing, and documenting the communities of practice resulting from initiatives within the region;
- Collaborate with program team and global team on articulation and implementation of overall programmatic strategies and practices
- Support in providing direct mentoring and coaching to partner leadership and staff as needed and in alignment with personal expertise and experience

Grant Management

- Support in preparing annual grant proposals and budgets for potential and current partners, and manage grantmaking process from approval to disbursement utilizing GFC's online grant disbursement system.
- Handle the administrative process to disburse grant funds to partners in Africa & Asia
- Lead on the grants disbursement process in collaboration with the finance team
- Process supplemental grants through GFC's internal decision-making processes and GFC's grantmaking online platform from approval to disbursement.
- Support communication to partners across both regions to ensure they are informed and equipped to meet grant monitoring requirements, including internal GFC grant reporting and relevant institutional donor/project requirements.
- Provide direct assistance to partners in Africa and Asia who may need help to meet these requirements.

Knowledge and Learning

- Contribute to the design and implementation of regional and national convenings to bring partners together for knowledge exchange, group training, network-building, and catalyzing of

joint advocacy efforts, including setting themes and agendas and coordinating with additional facilitators and local service providers to ensure effective events

- Contribute to the design and development of learning activities for grantee partners and GFC.
- Support regular data collection processes, including collaboratively creating data collection instruments and maintaining data collection procedures for GFC and partners.
- Work in collaboration with team and staff members to organize research, information, and results from proposals, reports, and surveys.
- Explore and pursue avenues for reflection, knowledge gathering, sharing, and learning with partners contributing to their development, our thought leadership, and funder insights.
- Support the team to improve how GFC assists partners to monitor and evaluate and learn how their interventions help improve the lives of children and young people.

Communications and Reporting

- Ensure timely and effective fulfillment of grant deliverables and reporting to donors
- Provide reporting support to Asia team colleagues based on grantmaking statistics and updates in grants management system
- Contribute brief, original content for program sections of GFC's blog, website, annual report, and other communications materials, as well as for external publications.
- Create, edit, and support the dissemination of regional and issue area briefs.

Who we're looking for:

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

- Broad understanding of the issues affecting children and young people in Africa, including different approaches utilized to support them in the region;
- Knowledge and familiarity working with children or youth-focused grassroots and/or community-based organizations in Africa;
- Excellent writing, communication, presentation, critical thinking, interpersonal, and relationship management skills;
- Familiarity with qualitative research tools such as surveys, and presenting and communicating insights in simple ways;
- Familiarity or interest in learning using data visualization programs, such as Tableau;
- Experience or interest in organizing and facilitating dynamic meetings and group learning opportunities;
- Sensitivity to safeguarding procedures in institutional settings;
- High emotional intelligence and the ability to work collaboratively with humility across multiple cultural contexts and time zones;
- Ability and willingness to travel to Africa, usually to rural areas; occasional domestic travel for meetings or conferences;
- Motivated to grow in diverse environments with people of all ages, races, ethnicities, religions, abilities, gender identities, and sexual orientations.
- Competence in additional languages particularly French or Thai would be advantageous.

Compensation:

Compensation for this role will fall between US\$50,000-US\$55,000 annually, depending upon experience.

We are committed to protecting the health and wellbeing of our team members and our community during the global coronavirus pandemic. Our full team is currently working from home with plans to return to the office being reviewed on an ongoing basis. We will continue to monitor the situation and our team's feedback as we plan for the coming months.

How to apply:

To apply, please send a cover letter inclusive of your salary requirements, and a resume or curriculum vitae in English to careers@globalfundforchildren.org with "Senior Program Associate" in the subject line.

Check us out at www.globalfundforchildren.org.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.