



Policy Program Officer

The Eleanor Crook Foundation (ECF) seeks a Policy Program Officer (PPO) to help develop and manage a robust portfolio of global nutrition thought leadership and policy analysis on behalf of the Foundation. Reporting to the Policy Director and working alongside a dynamic team of policy, advocacy, and nutrition technical experts, the PPO will be responsible for managing a multi-million dollar portfolio of nutrition policy grants to some of the top think tanks, policy experts, and research institutions in global health and nutrition, as well as UN agencies such as WHO and UNICEF. The PPO will ensure clear goals and communications for all ECF policy grants and will closely monitor and contribute to progress of ongoing projects. The PPO will also contribute to over-the-horizon thought leadership and help develop bold objectives, strategies, and investments for the Foundation as a whole. In doing so, the PPO will be required to stay abreast of the latest trends across global nutrition policy, financing, and advocacy and explore and anticipate emerging issues across ECF's 2020-2025 Strategy and organizational goals.

The PPO will work with ECF policy grantees and applicants to develop proposals and execute targeted analysis and thought leadership to amplify global advocacy and financing for nutrition and progress a range of global nutrition reform priorities. They will both perform and direct desk-based research and analysis; produce policy papers on nutrition projections and trends; and help advance sophisticated thought leadership on behalf of the Foundation. The PPO will also support the Policy Director to leverage outside expertise from partners and help plan and host regular expert roundtables, webinars, and other convenings.

As a key member of the Policy Team, the PPO will be expected to work seamlessly with the Eleanor Crook Foundation's other program teams (Research and Advocacy & Communications). The relationship between these three teams is meant to be synergistic and dynamic. For example, the Policy Team will work to identify new, pressing research needs for consideration by the Research Team, as well as new promising donor markets and reform issues for prioritization by the Advocacy & Communications team. Simultaneously, the Research and Advocacy teams will rely on the Policy Team to quickly synthesize ECF's formal position on trending policy issues, taking into account technical, policy, and advocacy considerations.

A successful candidate will be creative, curious, and highly action-oriented. They will pride themselves on rigor and attention to detail, but be willing and able to move quickly and nimbly. Likewise, the PPO should understand and appreciate the advocacy and political considerations that have the potential to impact policy proposals. A "sick-of-business-as-usual" attitude is required, and applicants should have an unrelenting desire to dream up big ideas with the potential to have transformative impact on global malnutrition. The incumbent will be asked to jump in on day one to address the most pressing challenges and opportunities in global nutrition. This is a new position at the Eleanor Crook Foundation and the person who assumes this role will be asked to build upon existing efforts to help articulate an ambitious policy agenda for the Foundation in their first 90 days.



An experienced professional who is a skilled self-motivator, would benefit from flexible work policies, and wants to have a meaningful impact on global health will thrive. The ideal applicant will be based in, or willing to relocate to, Washington, DC.

About the Eleanor Crook Foundation

The Eleanor Crook Foundation is a growing U.S. philanthropy committed to research, policy analysis, and advocacy to end global malnutrition. Every year malnutrition continues to kill 3.1 million children under five years of age, and permanently limits the mental and physical development of 1 in 4 children on earth. Malnutrition remains the single largest cause of child mortality, resulting in one third of all deaths of children under five in developing countries. The Eleanor Crook Foundation believes that in order to end poverty and hunger by 2030, greater investments in global nutrition must become a top development priority.

The Foundation is currently undergoing a staffing expansion with the expectation that the Foundation team will approximately double in size in the short-to-medium term. The Policy Program Officer is a critical hire in this internal growth and will help support the Policy Director and other senior management and across all ECF focus issues. The ideal applicant will be a flexible problem-solver who sees this organizational transition as an opportunity to help positively shape the future of the Eleanor Crook Foundation and to drive progress in the fight against global malnutrition.

Responsibilities

Manage ECF's Policy Grants Portfolio

- Cultivate and steward relationships with ECF policy grantee organizations.
- Design new programs and grants, and identify and grow relationships with new partners.
- Advise grantees during the application process and conduct due diligence in evaluating potential grantees in compliance with ECF's policies and procedures.
- Oversee all monitoring and evaluation efforts for policy grants, working with the Policy Director to address challenges.
- Foster ECF's growing grantee coalition, including identifying synergies across grants and creating and managing strategies for cross-grantee collaboration and learnings.
- Maintain working knowledge of ECF's nutrition advocacy, research, and implementation grants and findings for integration into policy efforts.
- Proactively identify investments that will support the work of ECF's research and advocacy teams.
- Provide expert policy advice to ECF's community of partners. For example, provide thought leadership to ECF's research or advocacy grantees to ensure that the whole-of-Foundation investments benefit from the policy team's insights, analysis, and expertise.

Help Develop and Execute a Foundation Policy Agenda



- Support the Policy Director to develop and implement a robust policy leadership agenda. This will require the PPO to understand and assess ECF's current areas of focus and survey the broader policy landscape to evaluate can't-miss opportunities to drive impact.
- Help bring the global nutrition community to the next level by providing high-level thought leadership, encouraging and contributing to bold, outside-the-box thinking, and identifying and funding effective policy analysis and research.
- Conduct desk-based research and analysis. Produce policy briefs, articles, blogs, op-eds, talking points, and other synthesis material.
- Skillfully represent the Eleanor Crook Foundation at external convenings and events. In doing so, the PPO will be expected to ask hard questions, provide thoughtful answers, and remain restless in the fight against malnutrition.
- Monitor, analyze, and report on global development and nutrition policy and relevant political developments to provide contextualized analysis to ECF staff and partners.
- Help establish and maintain strong working relationships with a wide range of potential partners to advance and nuance ECF's strategic objectives and support our grantee efforts.

Required Qualifications, Skills & Attributes:

- Minimum of 6-8 years experience in global health or international development. Prior experience working on global nutrition and/or at relevant UN agencies, multilateral institutions, or bilateral donor agencies is a significant plus!
- At least 2 years of experience with grant compliance, reporting, and financial management.
- Proven experience working across multi-stakeholder processes.
- Demonstrated skill delivering constructive feedback and representing organizations externally.
- An ability to step back from current practice and imagine future frontiers in research, advocacy, and policy.
- Confidence to envision change – even when it stands against the status quo – and to inspire action in others.
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of US and internationally-based partners and staff.
- Ability to clearly and consistently communicate ECF priorities and expectations.
- Ability to hold partners to high standards of excellence while maintaining positive relationships.
- Excellent organizational skills and attention to detail.
- Capacity to work both independently and as a member of a team.
- Aptitude at managing competing priorities, holding partners accountable for ambitious deadlines, and building coalitions of the willing in the process.
- Extremely strong analytical and creative thinking abilities. Prior experience with epi/stats, financing, and/or cost-effectiveness analysis is a plus.
- A can-do, productive attitude. A self-starter who will come to the table with creative ideas and be open to collaborative brainstorming. A strong interest in global nutrition is a must!



- Advanced degree in a relevant field (e.g. Public Health, Nutrition, Public Policy, etc.).

Desired Skills & Attributes:

- Attentive to detail
- Strategic and creative thinker
- Strong communicator
- Adept logistician
- Excellent writer
- Composed negotiator
- Socially perceptive
- Self-Starter
- Intellectually curious
- Highly collaborative
- Risk manager
- Compassionate

Salary commensurate with experience. To apply, please send your resume, cover letter, and salary requirements to: hiring@eleanorcrookfoundation.org.