



Program Coordinator

The Eleanor Crook Foundation (ECF) seeks a full-time experienced Program Coordinator (PC) to manage the administrative affairs of senior staff and program teams at a mid-sized private foundation. The PC's responsibilities will include: scheduling and other general support for the Managing Director and Advocacy & Communications Director; administration and oversight of program team grants and contracts, including drafting and filing relevant files; travel bookings and managing trip itineraries for relevant team members; supporting logistics and event planning for external and internal convenings; maintaining data management systems; support for facilities management related to ECF's new headquarters; and other general support.

This position and the successful applicant are expected to help the growing organization update critical internal systems and put new systems in place that will help carry the foundation into the future, requiring a positive, "roll up your sleeves" attitude and a wealth of past administrative experience. A professional who is adept at team coordination and task management, who would benefit from flexible work policies, and wants to have a meaningful impact on global health will thrive. This position is based in 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 Program Coordinator is a critical hire in this internal growth and will help support senior management and other staff in day-to-day efforts and in long-term systems development to position ECF for operational success. 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 on the fight against global malnutrition.



Program Coordinator Responsibilities

- Support the Managing Director and Advocacy & Communications Director by overseeing their daily schedules and ensuring they are organized, prepared, and responsive to team needs, incoming communications, and all important developments.
- Draft grant agreements and consultant contracts for the Advocacy & Communications program team. Serve as the main liaison for finalizing these agreements with the relevant partner, obtaining tax forms and signatures on relevant documents, etc.
- Working alongside the Executive Assistant, ensure grant payments and other payments and disbursements are sent in a timely manner.
- Support the Managing Director and Advocacy & Communications Director with travel bookings and other logistics (flights, hotels, visas etc.). At times, the Program Coordinator may be asked to support travel arrangements for other team members.
- Support the Managing Director and Advocacy & Communications Director with preparation of monthly expense reports.
- Lead on or support for planning and logistics for ECF-led events. This could include planning of details for in-person events as well as supporting tasks for virtual convenings of ECF-led working groups or coalitions.
- Provide planning and logistics support for the annual ECF team retreat and other whole-of-Foundation meetings.
- Support the Executive Assistant in management of ECF's Washington, DC-based headquarters.
- Manage communications systems for relevant team members (e.g. conference lines, etc).
- Maintain Foundation data management through existing systems e.g. Google Drive.
- Copy-edit externally-facing documents as required.
- Sustain relationships and communicate effectively on behalf of the Foundation.
- Manage the ECF info email address, responding to all enquiries appropriately and bringing in team members to provide expertise as required.
- Work seamlessly with the Executive Assistant and other ECF Program Coordinator to identify, troubleshoot, and resolve issues in a coordinated manner.
- Other administrative or operations support tasks, as assigned.

Required Qualifications, Skills & Attributes:

- Bachelor's degree and 2-3 years of relevant experience;
- High level of interpersonal skills and cultural sensitivity to effectively interact with all levels of US and foreign based partners and staff;
- Excellent organizational skills and attention to detail;
- Capacity to work both independently and as a member of a team;
- Ability to manage schedules and logistics;



Eleanor Crook
Foundation

- Ability to effectively prioritize, set expectations, and manage up;
- Ability to manage multiple tasks and projects and to meet deadlines;
- Ability to coordinate activities with supervisors, colleagues and consultants;
- Ability to establish and maintain knowledge and information management systems;
- Working knowledge of Microsoft Office Suite, Google Drive, and Expensify.
- Innovative;
- Discrete;
- Intellectually curious;
- Positive; and,
- Compassionate.

How to Apply

Interested candidates should submit their resume to resume@hawthornelane.com with “Program Coordinator – Eleanor Crook Foundation” as the subject for consideration.