



Eleanor Crook
Foundation

Program Manager - Coalition of Philanthropies for Global Nutrition

The Eleanor Crook Foundation (ECF) seeks an experienced Program Manager to oversee and grow the Coalition of Philanthropies for Global Nutrition, the world's leading collaborative of philanthropic organizations working to end malnutrition around the world.

The Coalition of Philanthropies for Global Nutrition has a number of strategic goals, including growing the Coalition's membership; serving as a resource for philanthropies and philanthropists interested in investing in global nutrition; and leveraging the collective voice of the Coalition for global impact. The Program Manager, which will be hosted by ECF (the current Coalition chair organization), will play a central leadership and management role in driving forward these objectives.

The Coalition seeks to dramatically scale the ranks of its membership in the coming year. As such, one of the Program Manager's first tasks will be to develop and execute a membership recruitment plan which targets philanthropies and philanthropists around the world that are currently prioritizing nutrition, or may be interested in doing so. Working with Coalition members, the Program Manager will be responsible for cultivating priority relationships and ultimately recruiting new members. Diversity of membership is a top priority for the Coalition. A successful applicant will have proven experience building diverse coalitions and working with philanthropies and philanthropists around the world.

The Program Manager will also be responsible for cultivating this dynamic and rapidly expanding coalition through active management of the Coalition Steering Committee and the broader Coalition Membership. The Steering Committee meets regularly and is an engaged group of leading Foundations, including high-level representatives from The Bill and Melinda Gates Foundation, Chaudhary Foundation, Children's Investment Fund Foundation, Eleanor Crook Foundation, Ellison Foundation, Family Larsson Rosenquist Foundation, King Philanthropies, Rockefeller Foundation, and Tata Trusts. The incumbent will work closely with current members to develop and maximize synergies across the group - for example, identifying areas of opportunity for joint investment or collective action. The Coalition's meetings are a critical forum for achieving this objective. The incumbent will be expected to expertly manage the planning for the Steering Committee's quarterly meetings and Coalition's biennial summit to ensure that they are fruitful platforms for advancing the shared values and objectives of the group.



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The Coalition of Philanthropies for Global Nutrition is also focused on formalizing and advancing its organizational structure in the next year. As such, the Program Manager will be responsible for overseeing the development of the Coalition's website, communications collateral, and other relevant products to establish a presence for the Coalition and assist in the active recruitment of new members. This will require strong marketing and communications skills and an ability to strategically identify what information will best serve the Coalition's recruitment objectives. It will also require skilled oversight of consultants and other staff.

Past experience in engaging diverse philanthropic donors is essential. A successful applicant will be a strong communicator; an expert strategist; and a discrete advisor. This position is remote but applicants must be available for regular conversations with philanthropists around the world, which may require frequent travel and, at times, early morning or evening hours. This position is posted for an initial two-year contract.

Roles and Responsibilities

- Research, identify, cultivate, solicit, and steward new and existing members of the Coalition with the aim of expanding the numbers and diversity of the Coalition's membership.
- Target and pitch potential new members on the importance of global nutrition and the benefits of joining the Coalition, conducting calls and traveling when possible.
- Regularly engage Coalition members, keeping up to date with latest developments at individual partner organizations, identifying synergies across the group, helping to identify or propose areas of shared collaboration, etc.
- Plan and execute Coalition participation at major global moments such as the Nutrition for Growth Conference, the SUN Global Gathering, and the UN General Assembly.
- Manage member recruitment and ongoing member engagement and mobilization.
- Assist, and in some cases, lead in the development, editing, and publication of Coalition communication materials - including the development of a Coalition website, outreach collateral, etc.
- Leverage the Coalition's collective voice. Plan and draft joint statements, op-eds, open letters, speaking moments, etc. on behalf of the Coalition regarding key Coalition priorities and developments.
- Raise the Coalition's profile across the global health, nutrition, and international space.
- Actively foster stronger relationships, alignment, and collaboration across global nutrition philanthropies, leading to new joint initiatives, co-funding opportunities, and greater impact.



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- Oversee preparations for all Coalition moments and activities, including Steering Committee meetings, full membership engagement calls, a Global Summit, and other events. This includes planning the agenda; helping to lead proceedings; engaging with participants before and after meetings; ensuring timely follow-up on key meeting outcomes; etc.
- Manage event planners and consultants hired to execute the Coalition's Global Summit and other activities.
- Attend Summit to support the Steering Committee, assist with speaker briefings, execute a timely program, and manage consultants and staff.
- Keep the Coalition's digital records and CRM up to date

Required Qualifications:

- At least 10 years of experience with donor cultivation among diverse philanthropic organizations and individuals.
- Demonstrated experience in leading and supporting major events, meeting planning, and experience working with event planners on a significant scale.
- Proven experience working across multi-stakeholder processes. Demonstrated skill at delivering constructive feedback and diplomatically representing organizations externally.
- Experience working with high-level contacts.
- Willingness to work at night and weekends in lead up to special projects and international events.
- Prior professional experience working on global development is preferred. A strong interest in global nutrition is a must!

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



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

About the Coalition for Philanthropies in Global Nutrition

The Coalition of Philanthropies for Global Nutrition is a collective of global philanthropies working together to advance investments to combat malnutrition around the world. The Coalition's genesis was the 2017 Nutrition for Growth Summit in Milan where numerous philanthropies stepped forward with new nutrition investments and expressed interest in convening with other private foundations to take collective action on malnutrition. Guided by its Steering Committee, the Coalition offers a forum for philanthropies from all geographies to work together to both enhance the efficacy of their own work, expand collective impact through partnerships, and by helping expand the network of philanthropic funders for nutrition.

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 Eleanor Crook Foundation currently serves as the Chair of the Coalition of Philanthropies for Global Nutrition.