

### **Senior Program Officer for Advocacy**

The Eleanor Crook Foundation (ECF) seeks a Senior Program Officer for Advocacy to serve as a strategic manager of the foundation's advocacy grants portfolio and help drive forward a policy leadership agenda, influencing and guiding ECF's strategic investments and shaping global nutrition policy and programs.

Reporting to ECF's Advocacy & Communications Director and working alongside a dynamic team of policy and technical experts, the Senior Program Officer will manage and grow ECF's advocacy portfolio, helping to guide the strategic focus of ECF's diverse network of grantees. The Senior Program Officer will specifically focus on ECF's U.S. advocacy grantmaking, providing leadership over the Foundation's U.S. advocacy grantee network. This includes efforts to increase the level of knowledge, alignment, and engagement across our grantee and partner network and identifying opportunities to grow and diversify ECF's grants portfolio. The Senior Program Officer may also support ECF's advocacy efforts in the UK and other markets. The Senior Program Officer will facilitate impact, identify learning, and mitigate risk by monitoring and evaluating grantees' work, managing relationships, and overseeing day-to-day grants management.

In addition, the Senior Program Officer will play a central policy leadership role, requiring that they stay abreast of and engage in broader global development policy discussions. The Senior Program Officer will be responsible for developing and advancing creative and propositional ideas for multi-stakeholder action on global nutrition. This is an opportunity to think boldly and ambitiously about the future of global development and global nutrition and leverage relationships across a robust network of partners – new and existing – to drive progress on the issue. This role requires strong collaboration with the foundation's Research and Policy team and development of a masterful command of ECF's research and technical investments. The Senior Program Officer should be comfortable in translating nuanced technical information for a more general policy and advocacy audience.

A successful candidate will have a deep commitment to global development and a “sick-of-business-as-usual” attitude, with an unrelenting desire to advance ambitious and creative ideas and collaborate across diverse stakeholders. A professional who is interested in an expanding portfolio, who would benefit from flexible work policies, and who wants to have a significant impact on global health and philanthropy will thrive. This position is based in Washington, DC.

### **Roles and Responsibilities**

#### **Grant Administration:**

- Manage relationships with ECF's U.S. advocacy grantee (or prospective grantee) organizations.
- Design new programs, grants, and partnerships. Identify and grow relationships with new partners and deepen relationships with existing grantees.
- Conduct due diligence in evaluating potential grantees in compliance with ECF's policies and procedures.
- Oversee monitoring and evaluation efforts for U.S. advocacy grants, working with the Advocacy & Communications Director to address challenges.
- Foster ECF's growing U.S. advocacy grantee coalition, including identifying synergies across grants and creating and managing strategic fora for cross-grantee collaboration and learnings.
- Regularly represent the Foundation, including at coalition meetings and ECF-sponsored advocacy events. Use these engagements to further inform the foundation's understanding of sector developments as well as grantee progress, concerns, and opportunities to drive impact.
- Support ECF's advocacy efforts in the UK and other markets.
- Maintain working knowledge of ECF's nutrition research and implementation grants and findings for integration into advocacy efforts. Seek opportunities for interface and collaboration between

ECF's advocacy initiatives and ECF's nutrition implementation and research grant portfolios and team.

- Coordinate financial planning and management of ECF's advocacy portfolio.
- Lead grant management, project reviews, and planning processes as needed.
- Actively participate in internal coordination and planning meetings.
- Perform other duties as assigned.

**Policy and Advocacy Leadership:**

- Monitor, analyze, and report on global development and nutrition policy and relevant political developments to provide contextualized analysis to ECF staff and partners.
- 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.
- Convene and/or represent ECF in advocacy partner strategy and networking meetings. Attend meetings, conferences, and events to stay abreast of global development policy.
- Conduct relevant policy analysis and dream big about the future of global nutrition and global health and development, offering creative and ambitious – but grounded and feasible - ideas for how to advance the issue.
- Develop written policy and communications documents, including talking points, briefing papers, and other materials, that can advance the collective knowledge of ECF's advocacy partners and convey the nuance and importance of global nutrition.
- Actively support ECF's communications strategy, supporting and, at times, leading the development of a variety of communications materials on behalf of the foundation, including op-eds, blogs, etc.
- Represent the Foundation at public events. Confidently deliver remarks on behalf of the Foundation, as invitations and opportunities arise.

**Required Qualifications:**

- Approximately 6-8 years of experience in international development policy or advocacy.
- At least 2 years of experience with grant compliance, reporting, and financial management.
- Extensive knowledge of US government international aid policymaking and funding processes. Prior experience working within the U.S. Government (executive or legislative branch) a significant plus.
- Prior professional experience working on global nutrition, global health, and/or food security is a plus. A strong interest in global nutrition is a must!
- Proven experience working across multi-stakeholder processes. Demonstrated skill at delivering constructive feedback and representing organizations externally.
- A can-do, productive attitude. A self-starter who will come to the table with creative ideas and be open to collaborative brainstorming.

**Desired Skills & Attributes:**

- Attentive to detail
- Excellent writer
- Capable policy researcher and analyst
- Composed negotiator
- Comfortable public speaker
- Socially perceptive
- Self Starter
- Intellectually curious
- Highly collaborative
- Strategic Thinker and Advocate
- Risk Manager
- Compassionate

To apply, please send your resume and cover letter (including salary requirements) to:  
[hiring@eleanorcrookfoundation.org](mailto: hiring@eleanorcrookfoundation.org).