



Opening for a Senior Program Associate, Research and Policy

The Eleanor Crook Foundation seeks a highly motivated candidate to join the Research and Policy Team in the newly created role of Senior Program Associate. ECF's Research and Policy Team is responsible for setting ECF's policy agenda, identifying priorities for research, and making and managing grants to achieve ECF's policy and research objectives. The Senior Program Associate will play a critical backstopping role across ECF's Research and Policy portfolio, taking on a range of technical and support activities to enable the team to achieve its objectives. This is an exciting opportunity to work with and learn from a dynamic team of research and policy experts, gain experience in global philanthropy, and engage with world-class partners tackling some of the highest priorities in global malnutrition.

A successful candidate will be detail-oriented, curious, and highly collaborative. They will pride themselves on a high attention to detail, but be willing and able to move quickly and nimbly. A "sick-of-business-as-usual" attitude is required, and applicants should have an unrelenting desire to support ambitious strategies 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.

A professional who is a skilled self-motivator, highly detail-oriented, and wants to have a meaningful impact on global health will thrive. The ideal applicant will be based in, or willing to relocate to, the Washington, DC metro area as the Foundation opens its new DC headquarters and moves to a hybrid work model in 2023.

About the Eleanor Crook Foundation:

The Eleanor Crook Foundation (ECF) was founded in 1997 with a single goal: to eradicate global malnutrition. We're focused on scaling the most cost-effective interventions to address malnutrition. Achieving sustainable scaling of these high impact interventions requires evidence, global and national systems reform, and increased financing. To support this, we invest across the spectrum of implementation research, policy analysis, and advocacy.

Our role extends far beyond grantmaking; we leverage our expertise and voice to advance the fight against global malnutrition. We are an active investor and our team of experts prides itself on being accountable and informed. We are conveners, innovators, and problem-solvers, seeking to upend the status quo by identifying roadblocks to progress and brokering solutions.

In 2017, the Foundation pledged \$100 million towards the elimination of global malnutrition. We're well ahead of schedule to meet that commitment. And, in 2023, the Eleanor Crook Foundation was awarded \$25 million through Open Philanthropy's Regranting Challenge, an unprecedented opportunity to further accelerate our progress.



ECF's Priorities:

As we look ahead, the Eleanor Crook Foundation is focused on priorities including (but not limited to):

- Increasing and sustaining global investment in wastewater treatment and supporting policy and program innovation to increase the impact and cost-effectiveness of treatment programs.
- Comprehensive global action to scale life-saving prenatal vitamins (multiple micronutrient supplements (MMS)).
- Catalytic support for the scale-up of high-impact nutrition-specific interventions (e.g. the [Power 4](#)) in high burden contexts, with a main focus in Africa.
- Building and sustaining political support among decision makers for global malnutrition programs in the United States and the UK and encouraging reform of current donor strategies to drive greater impact for the dollar.
- Expansion of ECF's advocacy engagement in additional traditional and non-traditional markets.

Responsibilities will include:

Research support and knowledge management

- Providing targeted research support for ECF knowledge products and communications
- Develop written documents, including talking points, briefing papers, and other materials for internal or external use
- Contributing to and reviewing presentations / slide decks
- Enhancing knowledge management across the foundation, including supporting requests from advocacy & communications colleagues for latest facts and figures
- Keeping up to date with latest research developments related to ECF priority areas

Partner engagement and grant management

- Participating in meetings with partners, taking notes on key points and next steps for internal and external dissemination
- Periodically participating in ECF international trips to our program countries and engaging with grantees and stakeholders
- Acting as a key point of grant administration contact for grantees
- Maintaining the RPT grant tracker database and ensuring team members are tracking grants and taking any necessary action

Team management and administration

- Scheduling and facilitating group meetings
- Ensuring RPT-hosted events at headquarters are planned and managed successfully
- Supporting logistics for RPT international trips



- Supporting RPT reporting within and outside the foundation
- Performing other tasks on behalf of the team



Required Qualifications, Skills & Attributes:

- Minimum Bachelor's degree or equivalent, and minimum 2 years of relevant post-graduation experience in research, grant management and/or administrative roles
- Strong analytical skills, communication and ability to manage multiple assignments effectively are the most essential qualities for this role. The ideal candidate will be able to demonstrate a range of experience in both administrative and technical support, working with multiple team members to proactively manage multiple tasks on an ongoing basis.
- Ability to thrive, multi-task, and be flexible in a fast-paced and deadline-oriented environment.
- High level of interpersonal skills and cultural sensitivity to effectively interact with and manage relationships with all levels of US and internationally-based partners and staff.
- Excellent organizational skills and attention to detail.
- Capacity to work both independently and as a member of a team in a highly-collaborative and innovative environment.
- Ability to effectively prioritize, set expectations, and manage up.
- Excellent judgment and creative problem-solving skills.
- Full professional proficiency in the English language
- Authorization to work in the United States

Preferred Qualifications

- Professional experience and/or academic qualifications related to global nutrition or global health
- Experience living or working in low/middle income countries
- Professional working proficiency in another language (e.g. French)
- Proficiency in relevant software packages (Excel, Powerpoint, and their equivalents)

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