



Eleanor Crook  
Foundation

**Associate Director for Advocacy  
March 2023**

## **Associate Director for Advocacy**

The Eleanor Crook Foundation (ECF) seeks an Associate Director for Advocacy to help advance ECF's advocacy strategy in the U.S. and beyond. The Associate Director will work across the Eleanor Crook Foundation's program teams and partners to develop and implement world-class strategies to drive attention, awareness, and action on the issue of global malnutrition.

Reporting to the Foundation's Senior Director for U.S. Advocacy, the Associate Director will help to inform, shape, and execute ECF's advocacy strategy in the United States. The Associate Director for Advocacy will be responsible for direct engagement with and education of policymakers; research of complex issues and distillation of those topics into written thought pieces/advocacy briefs; and day-to-day management of the Foundation's U.S. advocacy grantmaking, ensuring sound stewardship of ECF funds.

This is an opportunity to think boldly and ambitiously about the future of global development and global malnutrition and leverage relationships across a robust network of partners – new and existing – to drive progress. This role requires strong collaboration with the Foundation's Research & Policy Team. The Associate Director 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 and who wants to have a significant impact on global health and philanthropy will thrive. This position is based in Washington, DC.

## **About The Eleanor Crook Foundation**

The Eleanor Crook Foundation was founded in 1997 with a single goal: to eradicate global malnutrition. ECF is 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, ECF invests across the spectrum of implementation research, policy analysis, and advocacy.

The Foundation's role extends far beyond grantmaking; the team leverages its expertise and voice to advance the fight against global malnutrition. ECF is an active investor and its team of experts prides itself on being accountable and informed. They 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. They are 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 progress.

## **Roles and Responsibilities**

### **Policy and Advocacy Leadership:**

- Engage U.S. policymakers, decision-makers, and their staff, including in Congress and relevant Executive Branch Agencies.
- Monitor, analyze, and report on global development and global malnutrition policy developments to provide contextualized analysis to ECF staff and partners.
- Identify new opportunities to advance the fight against global malnutrition within the U.S. Oversee the execution of strategies and tactics from the ground up.
- Establish and maintain strong working relationships with a wide range of potential partners to advance and nuance ECF's strategic objectives and support their grantee efforts.
- Conduct relevant policy analysis and dream big about the future of global malnutrition 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 convey the nuance and importance of global malnutrition to target audiences.
- Convene and/or represent ECF in relevant meetings. Attend meetings, conferences, and events to stay abreast of global development policy. Confidently deliver remarks on behalf of the Foundation, as invitations and opportunities arise.

### **Grant Administration:**

- Manage relationships with ECF 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. Provide clear, concise, and insightful written analyses and recommendations for funding.

- Oversee all monitoring and evaluation efforts for advocacy grants, including appropriate documentation, grant budgeting, and reporting. Improve operational efficiency and effectiveness.
- Identify synergies across grants and create and manage 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.
- Maintain working knowledge of ECF's research and implementation grants and findings for integration into advocacy efforts. Seek opportunities for interface and collaboration between ECF's U.S. advocacy initiatives and advocacy efforts in other markets, as well as and ECF's malnutrition implementation and research grant portfolios.

#### **Administration:**

- 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.

#### **You Might be a Strong Candidate If:**

- You have extensive knowledge of US government international aid policymaking and funding processes. Experience on Capitol Hill or in the Executive Branch a huge plus.
- You're excited by the opportunity to directly engage policymakers – especially Congressional offices and executive branch officials – to educate on issues related to global malnutrition.
- You are passionate about working across stakeholders – including Foundation grantees – to drive towards ambitious advocacy goals.
- You know how to work across multistakeholder groups to advance bold results. You can deliver constructive feedback, are comfortable in a representational role, and you're not satisfied with the lowest common denominator.
- You have a can-do, productive attitude. You consider yourself a self-starter, and you love showing up to discussions with creative ideas and are open to collaborative brainstorming.
- ECF expects, but not require, a strong candidate to have approximately 10 years of experience in international development policy or advocacy. You may also have experience with grant compliance, reporting, and financial management.

The Eleanor Crook Foundation is an equal opportunity employer and hires without consideration of race, religion, creed, color, national origin, age, gender, sexual

orientation, marital status, veteran status, or disability. Diverse candidates are encouraged to apply.

Applications and nominations should be directed to [cdisston@disstonsearch.com](mailto:cdisston@disstonsearch.com). Applications should include a resume and cover letter.