

Job Title: Program Officer - Global Health, Nutrition Team
Division: Global Health Program
Department: Integrated Health Solutions Development

Foundation Summary

Guided by the belief that every life has equal value, the Bill & Melinda Gates Foundation works to help all people lead healthy, productive lives. In developing countries, it focuses on improving people's health and giving them the chance to lift themselves out of hunger and extreme poverty. In the United States, it seeks to ensure that all people—especially those with the fewest resources—have access to the opportunities they need to succeed in school and life. Based in Seattle, the foundation is led by CEO Jeff Raikes and co-chair William H. Gates Sr., under the direction of Bill and Melinda Gates and Warren Buffett.

Group Summary

Millions of people - most of them children - die each year in developing countries from diseases that are preventable and treatable. Moreover, tragically little research is done to prevent or cure some of the world's biggest killers, such as malaria and tuberculosis. The foundation is guided by the belief that all lives, no matter where they are lived, have equal value. The mission of our Global Health Program is to encourage the development of lifesaving medical advances and to help ensure they reach the people who are disproportionately affected. We focus our funding in two main areas:

- Access to existing vaccines, drugs, and other tools to fight diseases common in developing countries
- Research to develop health solutions that are effective, affordable, and practical

Position Summary & Responsibilities

The Program Officer works to support the Nutrition Strategic Program Team and under the supervision of Senior Program Officers to manage a portfolio of grants to organizations working to reduce undernutrition in the developing world. The foundation's Nutrition Strategy has four initiatives: 1) Closing key knowledge and science gaps; 2) Reducing micronutrient deficiencies through population-based interventions; 3) Reducing undernutrition through targeted interventions for pregnant women and children 0-24 months; and 4) Country-led nutrition solutions. The Program Officer will work with other team members to develop and shape new grants, focusing on Initiative 1. Within this Initiative, priority issues include assessment of nutrient bioavailability; nutrient-nutrient and nutrient-infection interactions; measurement of micronutrient deficiencies; and evaluating the effectiveness of interventions to reduce low birth weight and improve postnatal growth. All activities require the development and implementation of detailed strategies and work plans, and close collaboration with colleagues to ensure integration and coordination with other foundation strategies. Primary responsibilities are listed below.

Develop and manage a portfolio of complex research oriented grants requiring high-level strategy and grant management skills, including: Review letters of inquiry and grant proposals; draft and edit proposal summaries for submission.

- Work with grantees to develop innovative projects and define key outcomes and milestones.
- Assist other team members in managing new and existing research grants and contracts. Provide technical input into and actively participate in meetings, conferences and nutrition-related convenings. Perform literature reviews and analyses resulting in evidence-based recommendations on knowledge gaps, research priorities, and program needs.
- Consult with grantees to achieve desired impact of grants (e.g, conduct site visits, provide technical guidance, convene meetings of key stakeholders, and apply and evaluate performance objectives.
- Collaborate with team members to manage internal processes, portfolio progress, documentation, and grant budget information and reporting.
- Work with and guide other team members, as appropriate, and collaborate with other Global Health teams to ensure that work is aligned, supported, and enhanced by the work in other areas of the foundation.
- Represent the foundation at internal and external organizations and on key committees related to area of expertise and responsibilities of the position.
- Write and produce informative briefings and other materials on key issues.

Qualifications

- A minimum of 10 years experience, preferably with a strong mix of service in either the public, private and/or non-profit sectors both in the U.S. and in developing countries.
- Masters degree required (PhD preferred) in Human Nutrition or a closely related field.
- A minimum of 5 years experience in the nutritional science field with demonstrated knowledge of research and analysis methods. Prior research experience on nutrient absorption interaction, maternal nutrition and low birth weight is also preferred.
- Demonstrated excellent leadership, analytical, interpersonal, and written and oral communication skills, in positions requiring communication with a broad and diverse audience.
- Demonstrated track record of working collaboratively in a team-oriented, highly demanding environment.
- Experience in the conception, design and management of strategies, initiatives, research, and/or programs related to motivating an enhanced governmental response for improved public health in the developing world.
- Demonstrated success in leadership roles developing and managing programs or initiatives requiring a combination of strong analytical, writing and management skills.
- Experience in a range of complex multinational or international organizations and institutions strongly desired.
- Experience related to developing, managing and implementing project and grant-making strategies, including partnering with grantees on the definition of objectives and deliverables and monitoring and evaluation of results.
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy both individually and as part of a complex team effort.

As part of our standard hiring process for new employees, employment with the Bill & Melinda Gates Foundation will be contingent upon successful completion of a comprehensive background check.