

JOB DESCRIPTION

TITLE:	Senior Technical Advisor
PROGRAM:	Program Development
REPORTS TO:	Director of Program Development
FLSA STATUS:	Exempt
UNION AFFILIATION:	Union

EngenderHealth works to improve the health and well-being of people in the poorest communities of the world. We do this by sharing our expertise in sexual and reproductive health and transforming the quality of health care. We promote gender equity, advocate for sound practices and policies, and inspire people to assert their rights to better, healthier lives. Working in partnership with local organizations, we adapt our work in response to local needs.

JOB SUMMARY:

The Senior Technical Advisor for Program Development provides program/proposal development and other related support as assigned to EngenderHealth country and global programs. The STA collaborates closely with diverse staff in EngenderHealth headquarters and field offices to plan, develop, and initiate international programs focusing on reproductive health, family planning, HIV/AIDS prevention, maternity care, and related health services. The STA plays a leadership role, working with country and global program staff and the program development team to develop and launch new programs to support innovative work in health that meets emerging areas of need, to expand the technical and geographic portfolio of EngenderHealth, and to diversify agency funding. S/he facilitates and supports program development through field visits to and frequent telecommunications with country programs to respond to specific opportunities, through working with staff to conduct strategic planning to grow country and global programs in content area and funding diversity, and through providing technical and managerial support in proposal and program development. As member of the Development Team, the STA facilitates and oversees the development, review, and submission of technically sound program proposals that advance agency priorities. In response to USAID, bilateral and multilateral agency solicitations, and foundations, s/he conducts negotiations with potential partner agencies and facilitates inter-agency and internal communications about new program opportunities and program development. S/he plays a significant role in writing, editing, and reviewing proposals. The STA develops and writes other documents as needed for proposals and marketing of EngenderHealth programs to potential donors.

RESPONSIBILITIES:

- Proactively monitor, seek out, identify, communicate, and pursue new program development opportunities in the public and private sectors by working closely with international staff to identify innovative program ideas, in-country and international counterparts, and donors.
- Pursue these opportunities and bring them to fruition through strategic planning with

country and headquarter-based staff; through active information searches via websites, regular communications with international partner agencies, and field visits; and through regular communications with staff and donors, including the corporate sector.

- Work with assigned priority programs and countries to facilitate and support strategic and core program and program development opportunities. This includes leading planning exercises, conducting field-based needs assessments and environmental scans, and providing technical advice and support to develop and market proposals to support EngenderHealth's mission.
- Lead teams of country and/or global program staff to develop programs in response to requests for proposals from USAID and other public and private sector donors, including negotiating with potential partner agencies; providing technical assistance for program and budget development with relevant program, finance, and field staff; leading/managing multi-department proposal development teams; writing and reviewing technical proposals; and recruiting project staff in collaboration with the Program Directors and Managers, and Human Resources.
- Write and/or edit technically and programmatically sound proposals to donors on a wide range of family planning and reproductive health topics for funding country and global programs.
- Stay abreast of technical and programmatic issues in areas of assignment through research, reading, workshop participation, and field visits in order to assist in strategic planning, and developing and writing proposals and other fundraising materials.
- Write and/or edit and maintain libraries of collateral documents often needed for proposal submissions including, for example, organizational capability statements, past performance references, staff resumes, job descriptions, implementation plans, background information on the relevant subject area, etc.
- Work with and/or supervise other Development staff to ensure timely production and submission of proposals.
- Handle other duties and special writing assignments as assigned to support the overall work of the agency's program development and programming initiatives.

EDUCATION, EXPERIENCE & CERTIFICATIONS:

- Master's Degree in Public Health or related discipline.
- At least four years in program development, implementation, and monitoring in reproductive health, maternity care, family planning, HIV/AIDS prevention, or related field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong technical and programmatic knowledge on a wide range of family planning, sexual and reproductive health, and development issues, with a strong technical and programmatic knowledge of HIV/AIDS prevention, treatment and care preferred.
- Demonstrated ability to conceptualize, strategize, and plan programs and projects in family planning and reproductive health, and to facilitate teams of program staff in conceptualizing and writing proposals.
- Ability to provide technical and managerial support to a wide range of professionals from countries around the world.

- One to two years experience living or working frequently in developing countries
- Knowledge of various types of donors (e.g., foundations, bi- and multilaterals, etc.) and their proposal requirements.
- Exceptional ability to write compelling proposals and marketing materials tailored to the needs and requirements of a variety of donors.
- Ability and flexibility to adjust work schedules and priorities to meet proposal deadlines, juggle multiple assignments, and work in a dynamic, flexible environment.
- Excellent verbal and written communication skills.
- Ability to function effectively in teams, as a member and as a leader.
- Ability to travel internationally and domestically 10 to 20% of the time.
- Spanish or French language ability helpful.

To apply, please send cover letter, resume and salary requirements to hr@engenderhealth.org with the subject line reading, "Sr. Technical Advisor, Program Development".

EngenderHealth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam era or special disabled veteran in accordance with applicable federal, state and local laws.