



OPEN POSITION: Strategic Partnerships and Programs Coordinator

REPORTS TO: Executive Director

LOCATION: Remote , or Washington DC

HIRING NEED: Immediate, Full-time

BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 15,000 global health practitioners- CORE Group member organizations, scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world. Learn more here: www.coregroup.org.

JOB DESCRIPTION

Salary range: \$60,000 - \$65,000 annual salary plus employee benefits.

RESPONSIBILITIES

General responsibilities will include, but not be limited to the following:

Programs

- Provide technical support to existing and new programs as determined by Senior Management, especially the GAVI Reaching Zero Dose Children project and MOMENTUM immunization project.
- Conduct monitoring and evaluation of program activities, attend internal and external program meetings, participate in planning sessions, complete activity reports, and all other program requirements.
- Work with Operations and Finance teams to ensure programs' administration and finance needs are met.
- Lead the *"Building an Equitable Future: Climate Action, Inclusivity, and Health"* initiative at CORE Group
- Contribute to CORE Group's *"Meaningful Adolescent and Youth Engagement"* strategy; assist in the development of the strategy
- Conduct other activities as requested by the Executive Director

Resource Development

- Assist Executive Director (ED) and Board of Directors to implement CORE Group's strategic plan and strategic business plan to achieve our mission of improving and expanding community health practices for underserved populations, especially women, children, and adolescents, through collaborative action and learning

- Develop concept notes, meet with donors and other organizations to establish new initiatives, programs, and projects.
- Assist in leading and coordinating all aspects of the business development cycle and proposal cycle
- Track CORE Group's existing and upcoming RFPs, new business opportunities, grant applications, generating reports and analysis.
- Assist the Senior Management to write and edit timely and accurate reports to donors and partners and to the Board to ensure transparent communication processes reflecting the CORE culture and spirit
- Lead CORE Group's conferences sponsorships efforts, including meeting with potential sponsors and liaising with them to support their engagement during the event.
- Be the focal point for the Resource Mobilization Committee from the Board of Directors.
- Engage in dialogue with CORE Group members and other partners about business development opportunities. Create new partnerships to foster business development with CORE Group and its members

Partnerships

- Assess the current partnership portfolio identifying strengths, weaknesses, opportunities, and risks related to current partners
- Identify and explore new partnerships, including updating the partnership mapping and establishing relationships for collaborating on programs.
- Coordinate with the Advocacy and Communications Manager, CORE Group's engagement in global and regional events.
- Support the implementation of a marketing and strategic communications plan that strengthens our brand name recognition and potential for global and national partnerships

Members

- With CORE Group team members, assist to coordinate Working and Interest Groups Co-Chairs engagement in CORE Group, considering co-chairs as strategic members and as communities of practice to improve program learning and impact.
- Work with the Operations and Membership Manager to conduct a stakeholder analysis and develop a member engagement strategy that is continuously updated as contexts evolve and change.
- Support working groups and communities of practice by linking them with potential partners and seeking funding to support their annual work plan activities. Assist in mentorship and follow-up of the working groups, keeping a timeline of goals and measurable outputs.
- Contribute to annual conferences/meetings of the International Community Health Network to catalyze and improve global community health program impact and learning.
- Recruit new members through an active outreach of global health organizations, to highlight different approaches in global health and ensure the CORE Group collaboration grows.

- Master's degree in public health, international studies, international development, or similar educational training.
- At least four years of project experience, providing technical expertise. Immunization expertise, COVID-19 response, community health and CSO engagement preferred.
- Proven project management skills including project development, monitoring and evaluation and report writing.
- At least three - five years of experience cultivating partnerships across organizations, this could include through fundraising, business development, strategic partnership management, in addition to internships, volunteer engagement, membership recruitment, or institutional partnership and vendor coordination;
- Demonstrated track record of designing and implementing new projects or processes, transforming ideas into action
- Familiarity with USAID and Gavi regulations necessary.
- Demonstrated experience with gender transformative approaches, equity, localization and decolonization principles and approaches.
- Experience working in/with CSOs from a wide geography necessary.
- Proven interpersonal and written/oral communication skills and the ability to lead/work with diverse and multidisciplinary teams; Experience leading and working with remote teams, delegating effectively, and managing multiple time zones.
- Experience working with an international non-governmental organization is desired.
- Experience in Microsoft Suite, Office365, video conferencing software, and project management software (Mondays.com).
- Ability to multi-task, solve problems and manage multiple deadlines.
- Must have the ability to work with flexibility in a team setting.
- Oral and written fluency in English required; Knowledge of Spanish or other local languages is preferred.
- Innovative thinker and problem solver that thinks creatively about partnerships and connections
- Excellent cross-cultural and collaborative skills, a strong relationship builder
- Past experience with strategic communication and networking, such as with partners, government officials, recruitment efforts, event planning, or volunteer efforts

CORE Group has an office in Washington DC and will move to a hybrid model of working in 2022. However, this position can be remote, from any location in the world, but must be available for United States East Coast (ET) time zone meetings. **Individuals from the Global South are encouraged to apply, as well as women, people living with disabilities, indigenous persons, and members of the LGBTQI+ community.**

HOW TO APPLY

To apply, please email your resume and cover letter to jobs@coregroup.org. Use **"Strategic Partnerships and Programs Coordinator"** as the subject line. Only potential interviewees will be contacted.

Please apply by **January 21th, 2022.**