

Global Alliance for Improved Nutrition

Job title:	Junior Associate, Development Office
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Classification:	Grade 2	Direct reports:	0
Work location	New Delhi, India	Travel required:	5%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 12 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

This role will sit in the Development Office (DO), reporting to the Manager DO team. The DO supports and coordinates proposal development, resource mobilisation, donor relations and reporting across the organisation. The DO is made up of four current staff members (based in UK and Netherlands), with plans to add another two more (in US and India), in addition to this role. GAIN's funding is primarily derived from bilateral government aid agencies and foundations who support health and nutrition efforts in sub-Saharan Africa and Southern Asia. As a small team who support all country and global teams across GAIN, this is a varied role which will support all aspects of Development Office work. The role will provide crucial support to the DO team in all administrative aspects, managing systems and helping the DO to become more systematic and proactive in the way it works, particularly in the way the team supports the development of GAIN's country programmes.

DESCRIPTION
<p>Overall purpose</p> <ul style="list-style-type: none"> • Provide administrative support and coordination to the Development Office team, including support for internal administrative processes (e.g. procurement, contracts) and events • Focal point for maintaining resource mobilisation databases, the team SharePoint, MS Teams tools and for developing outreach materials, scanning potential new funding opportunities and proposal and report tracking.
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Support the process for the development of bids, proposals and reporting as led by DO managers and associates. <ul style="list-style-type: none"> ○ This will include collating timely and quality proposal and reporting inputs from colleagues, tracking the many and varied tasks which need to be completed during proposal development and reporting processes, as well as ensuring agreed internal processes and approvals are adhered to.

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- Monitor and maintain Development Office databases and filing system for proposals (Salesforce and SharePoint) and generate up-to-date reports as required. This will include:
 - Ensuring all proposals and reports produced are accurately and appropriately stored on SharePoint.
 - Recording engagements with key donors and tracking next steps.
 - Coordinating the improvement of the current setup on these systems. This will involve working closely with the DO team to understand the team's requirements of these systems and how they can be improved to better support the team. This may include working with IT to implement changes as appropriate.
- Handle database scanning and monitoring alerts for new funding opportunities to help identify potential new funding opportunities for GAIN country and global programmes.
- Support the DO team, country and/or programme teams (as required) to map potential funders and partners aligned with strategic programmatic priorities.
 - This will include desk-based research on partners and funders for specific strategic priority programmes or countries, collating intelligence on partners and donors from colleagues, and populating donor mapping templates to help the teams to prioritise their resource mobilisation efforts.
- Maintain reporting timetable across all donor grants and contracts to ensure the DO team and global/country programme teams are informed in time to prepare quality reports to donors.
- Support systematic tracking of all proposal developments which are in process across the organization to keep an up-to-date record of all proposals and where they are in the process.
- Support the development of capability statements and other materials and resources as required to support development of relationships with partners and funders.
 - This may include working on presentations (MS PowerPoint) or MS Word documents to write, edit, update them, or adjust content formatting and ensure documents intended for external dissemination are in-line with GAIN branding guidelines.
- Maintain the library of templates and tools to support proposal development, reporting, resource mobilisation strategy development and capacity building. This will include:
 - Updating existing tools and resources (e.g. idea note, concept note and reporting templates) to refresh them and make them better fit for purpose in consultation with DO colleagues.
 - Contributing to the development of new templates for key materials to support resource mobilization efforts. For example: capability statements for specific country or programme resource mobilisation efforts or stock content templates which can be used for proposals.
- Provide logistical and administrative support for internal and/or external meetings and events as required.
 - This may include for example: scheduling meetings, room/venue booking, organising accommodation, coordinating agenda development and minute-taking.
- Coordinate procurement processes and contract administration for the DO team. For example:
 - Processing contracts for GAIN to contract with partners (e.g. teaming agreements for collaborative proposal development or to conduct scoping studies for a potential new project).
 - Handling and processing purchase orders on GAIN's internal electronic PO system (e.g. to pay for costs of team meetings, retreats and other DO-related costs).
- Coordinate DO contributions to internal communications initiatives (for example, the GAIN internal newsletter) and monitor team email inbox.
- Maintain GAIN's Individual Giving Database and handle routine correspondence with individual donors.

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Key organisational relationships

- Manager, Development Office
- Head of Development Office
- Development office team
- Director of Policy and External Relations
- Legal and contracts team
- Finance lead for proposal development
- Country and Programme teams as required
- Communications team

JOB REQUIREMENTS

Competencies

- Excellent organization skills and attention to detail
- Excellent written English skills
- Strong ability to prioritize, multi-task, and work well under pressure to meet deadlines.
- Strong interpersonal skills and ability to engage professionally with people at all levels of seniority
- Proficiency in office systems and database management, particularly with MS SharePoint & Teams, and Salesforce.
- Clear and systematic thinking that demonstrates good judgement, problem solving mindset and creativity.
- Strong communication skills in multicultural, multi-lingual environments.
- Good analytical skills
- Ability to work effectively as part of a multicultural, distributed team in a lean, fast-moving environment is critical.

Experience

- Experience of working in an international organisation.
- Experience of maintaining databases and reporting systems. Experience of Salesforce, SharePoint and MS Teams would be desirable.
- Experience in a similar administrative role.
- Experience of working in a multi-country, multi-cultural team.
- Experience in a fundraising or business development role (desirable)

Education

- A Bachelor's degree in any discipline would be considered (economics, public policy, international development or related field preferred)

Other requirements

- Familiarity with Salesforce, SharePoint & Teams would be an advantage.
- Experience of/or demonstrated interest in international development/nutrition.
- Fluency written and spoken in English is a requirement
- Experience of improving systems or processes would be an advantage
- Working knowledge of other languages is an asset.

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WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment
- Professional development opportunities
- The chance to make a lasting contribution to reducing global malnutrition