

Global Alliance for Improved Nutrition

Job title:	Senior Associate, Development Office		
Classification:	Grade 4	Direct reports:	0
Work location	New Delhi, India	Travel required:	10%

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 10 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, with plans to add another two, 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. The GAIN Strategy sets ambitious targets for expanding funding for our country programmes, and diversifying our funding base, including to non-traditional and in-country financing sources. This role will support this strategy, and will report to the Manager in the Development Office.

We are particularly looking to support the development of our Asia country programmes by mobilizing funds from global and national sources. The primary responsibility of this new role is to support the development of new funded projects and programmes by coordinating resources and providing advice to support GAIN's Asian country teams in Bangladesh, India, Indonesia and Pakistan in securing and stewarding new funding grants and contracts.

This role is being recruited alongside the onboarding of a Junior Associate role in the same team. The two roles may be recruited in the same country. If this is the case, while there would be no direct line of management or reporting, the Senior Associate will be expected to support and guide the Junior Associate when necessary.

DESCRIPTION
<p>Overall purpose</p> <ul style="list-style-type: none"> • Act as the primary contact point for assigned GAIN country offices for all project development and resource mobilization activities. • Support country teams in the development and design of new projects and leading and coordinating proposal development processes and donor reporting. • Support the engagement of new donors and identification of new funding opportunities – including bilateral donors, foundations and others – including those derived from sources in-country where applicable. • Maintain a portfolio of donor relationships and reporting responsibilities. • Actively contribute to Development Office processes improvement, quality control, and monitoring.

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Tasks and responsibilities

- Scope and identify new donors, and actively contribute to build new donor and partner relationships to develop and grow GAIN's Asian country programmes in accordance with the countries' strategic priorities.
- Identify new funding opportunities and funders through relationships with colleagues, partners and via desk-based research.
- Work closely with GAIN Asian country teams in all aspects of programme and proposal development in collaboration with GAIN technical experts.
 - This will include holding regular meetings with GAIN's Asian country offices to track, develop and advise on resource mobilisation and programme development priorities.
- Coordinate bid processes to achieve production of winning proposals and ensure quality control and review processes are adhered to in-line with GAIN's internal proposal development processes. This will include:
 - Establish ad-hoc teams to develop and design new projects and programmes at often short notice.
 - Guiding the ad-hoc team through the development of their theory of change, ensuring the design project and proposal aligns with donor priorities and guidelines
 - Guide and support development of proposal budgets (working with relevant finance colleagues) ensuring coherence of written proposal with budget and the feasibility of the proposed project within given resource constraints.
 - Contribute directly to writing and editing project proposals.
 - Ensure appropriate indicators are set to measure progress and impact (with support from GAIN technical teams)
 - Track and ensuring all proposal inputs necessary for submission (which may include for example, proposal narrative, budget, ME plan, workplan, etc) are produced on time and to high quality.
 - Facilitate internal reviews at each stage of process as required in GAIN project management policy
 - Ultimately, ensuring timely submission of high quality, impactful, feasible project proposals which align with GAIN's global and country strategies.
- Maintain and develop existing donor relationships acting as the first point of contact for all donor relationships within agreed portfolio of donors.
 - This will include ensuring the project team delivering a project funded by a donor within the agreed portfolio have a good understanding of the rules and requirements of those donors to ensure donor needs are being met.
- Coordinate reporting processes, ensuring quality control, internal processes are adhered to and ultimately timely submission of high-quality reports to donors which meets their needs and requirements.
- Provide recommendations to country teams on their programme development and resource mobilisation strategy and promotional materials and profiles.
- Participate in and/or deliver workshops and meetings designed to support and guide GAIN's Asian country offices in prioritizing their resource mobilization and programme development efforts.
- Contribute to capacity building of country teams in project development, proposal preparation and reporting.
- Act as the key point of contact for all GAIN Asian offices on project and proposal development. This will include being the key point of contact for intelligence on funders, partners and potential funding opportunities, and ensuring intelligence derived from Asian countries is shared with the global DO team.
- Contribute to improvement in processes, systems and other Development Office activities and initiatives as required

Key organisational relationships

- Managed by Manager, Development Office
- Head of Development Office
- Senior Associate, Finance (focused on proposal development)

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- Country Director and Heads of Programmes in assigned countries
- Director of Policy and External Relations
- Project Oversight Committee
- Legal and contracts team

JOB REQUIREMENTS

Competencies

- Excellent organisational skills and attention to detail;
- Excellent reporting and writing skills;
- Excellent analytical skills.
- Strong Ability to think strategically and use that to help support country office resource mobilization efforts
- Strong ability to use initiative, prioritise, multi-task, and work well under pressure to meet deadlines;
- Strong communication skills in multicultural, multi-lingual environments;
- Good knowledge of development funding environment, for example with major government aid agencies, preferably including European funding and/or international foundations and trusts;
- Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity;
- Good understanding of budgeting in an international development context;
- Ability to establish, coordinate and drive ad-hoc teams through to development of proposals for new programmes;
- Proven ability to work effectively in a team environment and matrix structure in a lean, fast-moving environment is critical.
- Ability to work effectively and coordinate across multicultural, distributed teams;
- Knowledge of Food and Nutrition Security (desirable);

Experience

- Experience of proposal development and fundraising, including leading ad-hoc teams towards the development of successful proposals.
- Experience of managing relationships with and managing funding from major government aid agencies and/or international foundations/trusts
- Experience in donor grants reporting
- Experience or knowledge of Asian funding landscape would be a significant advantage
- Experience of working in an international organisation
- Experience of working in a multi-country, multi-cultural team
- Experience of training / capacity building (desirable)

Education

- Preferably Postgraduate's degree in international development or business/management or a suitable equivalent or Bachelor's with equivalent experience

Other requirements

- Fluency in written and spoken English;
- 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