

Global Alliance for Improved Nutrition

Job title:	Global Coordinator, Demand Generation Alliance
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Classification:	C5 – Manager	Direct reports:	1 - 5
Work location	London	Travel required:	Up to 15%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

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DESCRIPTION
<p>Overall purpose</p> <p>The Demand Generation Alliance (DGA) is a new initiative, incubated by GAIN, that recognizes that there is a critical space to address consumer demand. Demand can't be created by one factor or one actor alone, so we see a need for multi-stakeholder, cross-sector collaborations to shape and respond to consumer demand and enable better choices for the future. Demand relies on consumers valuing and preferring nutritious and sustainable foods; it can't just be legislated.</p> <p>The Global Coordinator role is a fast-paced, entrepreneurial position with a variety of tasks and responsibilities across multiple management domains. The postholder will have the opportunity to set up and operationalise the DGA, with the support of Lead Group members, by June 2024. The Global Coordinator will play a key leadership role in achieving this outcome and in ensuring that the operating model runs efficiently.</p> <p>The Global Coordinator reports to the Senior Programme Manager, Demand Creation and Behaviour Change and will have one direct report, Communications Manager. It may be possible in the short term for one other direct report to be added. The Lead Group members also contribute in-kind resources through internships and fellowships. The Global Coordinator would be expected to interact with these individuals and provide overall direction on their tasks.</p>
<p>Tasks and responsibilities</p> <p>The Lead Group members have agreed that the priority in 2021-2022 is to establish the Build Knowledge Pillar. This will be a key input into the other two pillars. In 2022, the other priority is to welcome new members and begin work on the Strengthen Collaboration pillar. In 2023, we see more activity in the Enable Action pillar building off the work from the other two pillars. Travel to countries might be required during the 2023/2034 calendar years.</p>
<p><u>Planning & Operations</u></p> <p>Planning and Operations primarily relates to operationalizing the strategy and the effective use of human and financial resources. Key activities will include:</p>

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- Leading and managing Lead Group meetings and DGA Management meetings internally
- Developing workplans that efficiently distribute tasks and resources adequately across the fiscal year
- Budgeting and forecasting
- Managing procurement process/request for proposals, including supervision of work, workflow for review of deliverables by Sr. Programme Manager or Lead Group members, and payment processing
- Establishing Standard Operating Procedures for key processes (Lead Group Meetings, Management Meetings, Engaging with external consultants and key advisors)
- Support with donor reporting

Portfolio Management:

Portfolio Management primarily relates to coordinating key operations led by consultants or other Lead Group members. Key activities will include:

- Ensuring that external service providers are hired in a timely manner to execute the operational strategy of the DGA
- In collaboration with the Lead Group, coordinating the activities of interns or fellows
- Ensuring that advisory reports and deliverables from service providers are shared with Lead Group members, in an easy-to-understand format and in timely fashion
- Coordinating meetings with Technical Advisory Group and other external advisors
- Coordinating all virtual or in-person events to support DGA Dialogues or Coalition building
- Ensuring reporting is submitted from events and that relevant information is communicated to the Lead Group or externally as needed

Fundraising

Fundraising primarily relate to leading fundraising activities, in close collaboration with Lead Group members, Communications Manager, and the Sr. Programme Manager. Key activities include:

- Developing a database of potential funders
- Coordinating meetings and engaging with potential funders
- Managing and keeping the DGA pitch deck and value propositions up to date
- Developing concept notes

Communications

Communications Coordination tasks primarily relate to people manager role for the Communications Manager and external engagement. The postholder will be the first point of contact for external inquiries and speak on DGA's behalf, with input from Lead Group. Key activities will include ensuring that:

- The communications plan is produced and well managed
- Content generated by the Communications Manger adheres to the communication strategy and plan
- DGA communication channels are well managed, including regular posting of relevant content
- DGA brand and visual identity guidelines are respected and used adequately
- The appropriate management of external service providers, such as communication agency or web developers

Key organisational relationships

- Reports to Sr. Programme Manager, Demand Creation and Behaviour Change
- Manages the DGA Communication Manager
- Close collaboration with DGA Lead Group, Demand Creation Team and GAIN Geneva and GAIN London.
- Liaises regularly with GAIN Policy and External Relations, Programme Services Team and Knowledge Leadership teams.
- Government, Donors, NGOs, Private Sector, Academia and others

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JOB REQUIREMENTS
<p>Competencies</p> <ul style="list-style-type: none"> • Clear and systematic thinking that demonstrates good judgment, expert problem solving, and creativity • Goal-oriented, results-driven, and comfortable with ambiguity • Excellent organizational skills, efficient use of management tools, e.g., GANTT charts, SPRINT process, • Ability to work effectively as a team member and independently • Ability to understand technical literature in consumer insights, psychology, or social anthropology • Excellent communication skills • Builds strong teams • High level of professionalism and integrity • Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
<p>Experience</p> <ul style="list-style-type: none"> • Experience in having set up an alliance, initiative, or membership organization • Experience in project, operations management, or initiative management • Good experience in budget administration • Good experience in people management • Experience working in a public/private partnership environment, desirable.
<p>Education</p> <ul style="list-style-type: none"> • A Bachelor's Degree in Management or a suitable equivalent is required or equivalent work experience • Diploma or equivalent certification in project management is highly desirable.
<p>Other requirements</p> <ul style="list-style-type: none"> • Fluent written and verbal English • Ability to travel
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities