

Global Alliance for Improved Nutrition

Job title:	Associate / Executive Assistant, PER/Development Office (London)		
Classification:	E3	Direct reports:	0
Work location	London, United Kingdom	Travel required:	Occasional

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.

The Director of Policy and External Relations heads the GAIN Policy and External Relations Team which comprises the Development Office, External Relations/Communications team, and Policy and Advocacy team. The Development Office supports and coordinates the proposal development, resource mobilization, donor relations and reporting across the organization. This role will sit in the Development Office, reporting to the Head of the Development Office, but will provide support to the PER Director and across PER.

DESCRIPTION
<p>Overall Purpose:</p> <ul style="list-style-type: none"> • Provide executive assistance to Director of Policy and External Relations including supporting GAIN's strategic external influencing activities and internal coordination of PER team • Provide administrative coordination for PER and the Development Office, including assistance for the Head of the DO • Focal point for individual fundraising and campaigns administration
<p>Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Providing assistance to Director PER in external influencing activities under direction of DPER but with minimal supervision, including: <ul style="list-style-type: none"> ◦ Tracking processes in which DPER is involved, monitoring activities, coordinating diary and cross team collaboration, ensuring good communication with stakeholders ◦ Arranging events and meetings involving internal and external stakeholders, providing advice on arrangements, leading on delivery and liaising with other teams and external participants as required • Providing assistance to Director PER in direction of PER, including: <ul style="list-style-type: none"> ◦ Gathering information and providing analysis as required by DPER ◦ Coordinating PER meetings – agenda setting, tracking actions • Arranging travel and coordinate diary for Director of Policy and External Relations; • Keep Development Office database of individual donors up to date on PRISM, manage online giving tools (including correspondence with contributors), lead on campaigns and generate reports as required
<p>Key organizational relationships</p> <ul style="list-style-type: none"> • Director of Policy and External Relations • Head of Development Office • Corporate Services

Global Alliance for Improved Nutrition

JOB REQUIREMENTS
Competencies <ul style="list-style-type: none"> • Excellent interpersonal skills and ability to engage professionally with people at all levels of seniority • Ability to use initiative, prioritize, multi-task, and work well under pressure to meet deadlines • Proficiency in office systems and database management • Clear and systematic thinking that demonstrates good judgment, expert problem solving and creativity • Strong communication skills in multicultural, multi-lingual environments • Ability to work effectively as part of a multicultural, distributed team • Excellent organization and attention to detail • Good analytical skills
Experience <ul style="list-style-type: none"> • Experience of working in an international organisation • Experience of event management • Experience of maintaining databases and reporting systems • Experience of senior administrative or executive assistance role • Proven ability to work effectively in a team environment and matrix structure in a lean, fast-moving environment is critical.
Education <ul style="list-style-type: none"> • Bachelor's degree and 2-3 years' experience or equivalent
Other requirements <ul style="list-style-type: none"> • Familiarity with Salesforce and Sharepoint would be an advantage • Experience of/or demonstrated interest in international development/nutrition welcomed • Fluency in English • Working knowledge of other languages is an asset, French preferably
WHAT GAIN OFFERS
<ul style="list-style-type: none"> • Flexible working hours • Friendly working environment • Professional development opportunities

November 2021