

Global Alliance for Improved Nutrition

Job title:	Executive Director Office (EDO) Analyst
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Classification:	Grade 5	Direct reports:	0
Work location	Delhi – India / Geneva – Switzerland / London – UK / Nairobi - Kenya	Travel required:	Up to 15-20%

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.

DESCRIPTION
<p>Overall purpose</p> <p>Following the invasion of Ukraine and the growing impact of climate change on global food supply, GAIN's work is in high demand. GAIN is working with potential new donors and developing its influencing agenda to try to achieve change in the food system in this demanding context, so it is more sustainable and pro-poor. Much of this work is led by the Executive Director (EDO).</p> <p>GAIN urgently needs new support in this work to build capacity and impact. The role will be critical in supporting GAIN's influencing agenda, bringing skills to identify, evaluate, analyse, and present qualitative and quantitative data across the full extent of the food system; and also, in supporting proposals to donors.</p> <p>Some of this work will require innovative thinking and new narratives about nutrition; scanning of the emerging ideas of partners and other actors in this space; interpreting GAIN's strategy and helping to translate this into proposals and presentations; and supporting and co-creating with the EDO analysis and preparation for:</p> <ul style="list-style-type: none"> • blogs and articles • proposal concept notes, pitches and development • external and internal presentation slides

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Tasks and responsibilities

Analysis, writing and supporting proposals

- Conduct and deliver high quality analysis, writing and presentation support
- Carry out background research and evidence for a wide range of external and internal issues as needed
- Identify, research, analyse, prepare and/or organise information and briefing materials for the EDO to facilitate engagement in events and meetings
- Provide expert technical support and coordination for events involving the ED
- Prepare concept notes and pitches; co-author proposals, especially in early stage, and then going on to support design teams (working closely with the Development Office).
- Develop compelling, authoritative and evidence driven slides/presentations for a wide range of external and internal audiences

Communications

Provides communication support to the Executive Director

- Co-author blogs and articles
- Draft and review related communications and messages as needed
- Participate as appropriate in reports dissemination, via presentations, publications and other media as appropriate
- Represent GAIN during key industry discussions/presentations, while providing analysis, technical insights and disseminating lessons learnt.
- Support the EDO internal communications strategy across GAIN. Facilitate the coordination, planning implementation and delivery of internal communications initiatives
- Work with Comms professionals to find new and engaging modes of communicating

Relationship Building and Stakeholder Management

Create and nurture impactful partnerships and collaborations with both internal and external stakeholders

- Develop, manage and maintain strong and sustainable relationships with key senior staff throughout organisation
- Establish and build strong relationships with Comms professionals and internal evidence experts in GAIN
- Develop and maintain strong relationships with key partners and experts
- Facilitate and convene internal meetings and dialogue around emerging issues in the donor space
- Any other tasks as required by manager

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Key Organisational Relationships

- Reports to the Executive Director
- Director PER and Comms team
- Director PST
- Director KL and KL analysts
- Director CPT
- CDs and Country Programme Leads
- Director Strategic Operations (DSO)
- Chief Financial Officer (CFO)

JOB REQUIREMENTS

Competencies

- Strategic understanding and strong conceptual and analytical skills in the areas of food systems and nutrition or closely related domains
- Research design and implementation skills
- Excellent use of data – analysis, interrogating and presenting for different audiences
- Knowledge of the food system, nutrition, and wider development issues
- Understanding of the opportunities and challenges working in the public-private space in nutrition
- Understanding of a theory of change, project/programme design within areas relevant to GAIN
- Ability to communicate clearly and effectively through oral and presentation skills in multicultural, multi-lingual environments as well as excellent and compelling writing skills
- Advanced communications and interpersonal skills required to influence, motivate, and persuade others
- Ability to develop new approaches and narratives in discussion with senior colleagues
- High degree of initiative, resourcefulness, and flexibility. Self-starter, able to prioritize, multi-task, and work well under pressure to meet deadlines
- Ability to turn complex technical and project reports into clear stories/presentations
- Clear and systematic thinking that demonstrates good judgment, decision making, problem solving, innovation and creativity.
IT literate with excellent MS Office skills including advanced Excel and PowerPoint.

Experience

- Substantial experience in advocacy, communications, external engagement and/or fundraising within an international INGO or CSO environment
- Experience developing funding or research proposals in the food, nutrition environment space
- Demonstrable experience in programme/project management and stakeholder engagement
- Proven track record developing relationships with key partners and cultivating and engaging with donors
- Proven experience in roles requiring strategic vision, planning and creative thinking
- Demonstrable experience presenting to high level audiences

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Education

- Masters in field relevant to food systems or equivalent work experience

Other requirements

- Living and working in countries where GAIN works or similar (desirable)
- Fluency in English required (written and spoken)
- Proficiency in another GAIN country language would be an asset
- Flexible and willingness to travel