



**OPEN POSITION: Sexual, Reproductive, Maternal, Newborn, Child and Adolescent (SRMNCAH) Small Grants Project Manager**

**REPORTS TO:** Executive Director

**LOCATION:** Remote , or Washington DC

**HIRING NEED:** January 2022 – December 2024 ; Full-time

## BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 15,000 global health practitioners- CORE Group member organizations, scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world. Learn more here: [www.coregroup.org](http://www.coregroup.org).

CORE Group is developing and implementing a participatory 3-year small grants program to advance Sexual, Reproductive, Maternal, Newborn, Child, and Adolescent Health (SRMNCAH) programming, policy, and interventions in three priority countries (*within the following list: Mexico, Bangladesh, Guatemala, Nepal, El Salvador, Indonesia, Laos, Cambodia, Philippines, and Timor Leste*) by providing financial, SRMNCAH technical, and organizational resources to local women-led, youth-led, people with disabilities-led organizations, and other community-based organizations. This approach will strengthen local and national organizations' technical and organizational capacity to design and implement community-based solutions to SRMNCAH challenges, focusing on gender transformation, quality of care, and health equity.

The overall outcomes of the project are:

**Overall Outcome #1:**

Community-based solutions for SRMNCAH developed in this project strengthen the national health system to become sustainable in the longer term.

**Overall Outcome #2:**

Successful project's interventions lead to SRMNACH improvements, especially for women and girls, in the communities of implementation in the three selected countries.

**Overall Outcome #3:**

An innovative, inclusive sustainable grantmaking model is developed for SRMNCAH that other donors and financing organizations replicate.

## JOB DESCRIPTION

The Project Manager will be responsible for leading the overall SRMNCAH Small Grants project management, including M&E, SRMNCAH technical guidance, ensuring the successful launch of the application process, review and awarding processes, developing and managing a detailed project schedule and work plan, reporting, sound administrative, and financial management support with the Finance team. Additionally, creating long- and short-term strategy, developing the evaluation process, external relations, donor relations, and leading all aspects of the project. The Project Manager will lead a team of 3, plus consultants.

**Salary range:** \$100,000 - \$110,000 annual salary plus employee benefits.

## **RESPONSIBILITIES**

General responsibilities will include, but not be limited to the following:

### **Provide technical support and management for the SRMNCAH project**

- Lead all aspects of the project design, implementation, monitoring and evaluation, to achieve project results;
- Establish collaborative partnerships with implementing sub-grantees, technical experts, and other stakeholders;
- Develop the SRMNCAH technical capacity of grantees, including all areas of SRMNCAH. Provide guidance and technical advice on sub-grantees projects, approach, methodology, and any aspect of the project that may need technical guidance.;
- Lead the project team to achieve the project objectives, which includes SRMNCAH and organizational technical strengthening;
- Ensure that an internal and external learning agenda is collaboratively developed, to capture all aspects of learning from the start of the project;
- Develop a gender transformative approach to the project through clear protocols, guidelines, SOPs, etc.
- Oversee the initial mapping and assessment of potential countries of implementation.
- Adapt and implement the project's work plan;
- Develop a robust participatory M&E framework, that ensures accountability, learning, and monitoring of all aspects of project;
- With the Technical Programs Coordinator, support communications and advocacy on the project and SRMNCAH, including the collection and dissemination of success stories;
- Ensure the creation, collection and documentation of knowledge about the project through the analysis of the project strategies, approaches and ongoing experience for lessons learned, best practices, and use this knowledge for information sharing, planning future strategies, and possible project scale up.

### **Administration and finance responsibilities for the SRMNCAH project**

- Review and become familiar with relevant administration, personnel, and finance documents that are being used for the project;
- In conjunction with the Finance Director and Operations Manager, plan, approve, track, manage, and ensure efficient and effective use of project funds that are designed to support project implementation for the small grants project;
- Provide leadership, delegate responsibility, supervise work, and appraise the performance of Project team members;
- Review and approve sub-grant financial-technical spending requests, per the sub-grant agreements.

### **Partnership development & external relations**

- Represent CORE Group in SRMNCH meetings, forums, etc. that are of importance to CORE Group members and the broader CORE Group community;
- Participate in and lead external meetings and conferences, as requested, to share the progress and learning of the SRMNCAH Small Grants program;
- Collaborate in regional and global forums and convenings on SRMNCAH, convene civil society

organizations around SRMNCAH issues related to the project, and ensure decolonization, localization and equity approaches to all partnerships with global, regional and country-level partners;

- Develop and maintain relationships with the CORE Group SRMNCAH Working Group Co-chairs, and relevant CORE Group members working on SRMNCAH;
- Maintain external communication with the donor and other stakeholders.

## REQUIREMENTS

- Master's degree in public health, maternal and child nursing or midwifery, adolescent health, international studies, international development, or similar educational training
- Demonstrated technical experience in SRMNCAH (7+ years) and expertise working with low-and-middle-income countries, with equitable approaches.
- Experience managing small grants/sub-grant programs.
- Experience in SRMNCAH technical capacity building of community-based organizations, participatory approaches, and understanding the principles of decolonization of global health, as well as health equity approaches.
- Over four years of experience with project management
- Experience working with a non-governmental organization is desired.
- Experience leading remote teams, delegating effectively, and managing multiple time zones.
- Experience in Microsoft Suite, Office365, video conferencing software, and project management software (Mondays.com).
- Excellent written and oral communication skills.
- Ability to multi-task, solve problems and manage multiple deadlines.
- Must have the ability to work with flexibility in a team setting.
- **Fluency in English required.** Knowledge of Spanish or other languages is desired.

CORE Group has an office in Washington DC and will move to a hybrid model of working. However, this position can be remote, from any location in the world, but must be available for United States East Coast (ET) time zone meetings, as well as time zones of the selected countries. **Individuals from the Global South are encouraged to apply, as well as women, people living with disabilities, indigenous persons, and members of the LGBTQI+ community.**

## HOW TO APPLY

To apply, please email your resume and cover letter to [jobs@coregroup.org](mailto:jobs@coregroup.org). Use "SRMNCAH Project Manager" as the subject line. No phone calls, please. Only potential interviewees will be contacted.

Please apply by **January 21<sup>th</sup>, 2022.**