

Job Description

Officer, Partnerships | March 2024

The Hunger Project (THP) is a global non-profit organization whose vision is a world without hunger, and its mission is to facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

The Hunger Project office locations include:

USA: Global Office in New York City, Washington DC, and multiple home offices.

13 Program Countries: Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, and Zambia.

8 Partner Countries: Australia, Canada, Germany, Netherlands, New Zealand, Sweden, Switzerland, and United Kingdom.

Position Summary

The Hunger Project (THP) is seeking a Partnerships Officer to join our Programs and Partnership Development (PPD) team. The primary responsibilities of this role include reaching out and meeting with potential partners, identifying and tracking relevant upcoming opportunities, drafting proposals and other application documents, and providing support for logistics and administrative tasks during proposal cycles, including procurement and oversight of consultants and travel arrangements.

This position works collaboratively with key staff in THP's Program Countries, Partner Countries and is a member of the entire global office team. This full-time position prefers staff who sit in the New York Tri-State or District Maryland Virginia area. The position reports to the Senior Director, Strategic Partnership. The Partnerships Officer is exempt and is not eligible for overtime.

The salary range for this position is \$55,000 - \$70,000, not including an annualized cafeteria plan allowance currently fixed at \$18,000. The candidate must have eligibility to work in the U.S. and must not require visa sponsorship in the future.

THP employees are not expected to be physically present in the New York or other THP Office space in the USA, except if required for service or by the job function, or determined by the supervisor, or for meeting purposes as needed and instructed by the supervisor. A supervisor can

always ask for a direct report to come to a THP office space or other meeting space to meet in person for business reasons. To foster collaboration and build teams, THP employees may be required to join in-person meetings and gatherings. THP may provide reasonable accommodations to employees who require an exception to this policy.

Essential Functions

New Opportunities

- Identify and track relevant opportunities by collecting information about upcoming awards and partnership gatherings, partner relationships, and other resources. Provide information, data analysis, and intelligence to support THP's pipeline, pursuit decisions, and growth strategies.
- Build a pipeline of relevant institutional donor prospects by tracking and analyzing daily announcements circulated within the organization and by external entities (e.g. grants.gov list, Connective Impact, etc.).
- Track targeted opportunities by following donor trends, managing relationships with potential partners, conducting research, and collaborating with the organization's broader teams to maintain an updated pipeline.
- Engage and participate in organizational working groups as assigned.

Proposal Development

- Draft proposals and other application documents. Provide logistical and administrative support for proposal cycles, including procurement and oversight of consultants and travel arrangements.
- Serve as the Proposal Coordinator for THP's business development opportunities as assigned. This includes working with technical leads to develop the technical approach, engaging in discussions with in-country colleagues to inform the proposal design, facilitating technical design sessions, ensuring quality and compliance of the proposal effort, contributing to both technical and non-technical writing of the proposal, and overseeing cost development and personnel recruitment.
- Cultivate and deepen relationships with international and local implementing partners and donors in THP's priority target regions and technical areas.
- Represent THP at industry events.

Administration

- Ensure quality control throughout the development of proposal budgets, cost applications, and support the review and editing of cost documents.
- Develop and maintain robust documentation and records of meetings, negotiations, and key decisions to preserve and strengthen the organization's institutional knowledge and assets.
- Manage internal pipeline of US funding prospects. Review and communicate any necessary revisions on THP-US inputs on the global THP pipeline. Register all new funding applications with the global pipeline.
- Develop capacity of country and regional staff on technical program design through tailored training, targeted coaching and technical support.

- Monitor the effectiveness of business processes, gather feedback, and recommend improvements.

Additional Responsibilities

- Contribute and participate in a collaborative office environment by assisting with office-wide initiatives beyond the primary job scope.
- Represent THP at external events and meetings such as those involving US government funders, Interaction, UN agencies, etc.

Qualifications

1. Education (Minimum Needed and Type of Degree Needed)

- Minimum Required: Bachelor's degree in international development, public administration, public policy, or another relevant field.

2. Work Experience (Minimum needed)

- Minimum Required: at least 3 years working with bi-lateral and major foundation funders in international development including program management, business development, and field experience.
- Preferred: Non-profit setting with remote team structure, and experience in a fast-paced environment with a small team.

3. Specialized Knowledge Needed for Job Performance

- Proficiency Professional proficiency in MS Office suite.
- Knowledge of Google Suite and tools.

4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc.)

- Strong writing, communication, and strategic thinking skills.
- Strong interpersonal and teamwork skills; self-motivated, detail-oriented, self-directed, and curious.
- Comfortable working and communicating in a fast-paced and dynamic environment and under pressure against tight deadlines.
- Proven ability to manage a complex and varied workload, while adhering to tight deadlines.
- Demonstrated successful analytical, organizational, and interpersonal communication skills.
- Proven attention to detail, ability to multi-task and able to make independent decisions as appropriate.
- Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally.

5. Special Skills (Technical or Advanced)

- High level of knowledge with Google Suite and tools.

- Fluency in Spanish and/or French is preferred.
- High level of confidentiality.
- Ability to work in a varying schedule including nights and early mornings on occasion.
- Ability to travel domestically and internationally, and work in multiple time zones, as necessary.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

6. Other (Communication Skills, Aptitudes, or Other Specific Skills or Abilities Required):

- Professional proficiency in spoken and written English
- Fluency in Spanish and/or French is an asset.
- High level of confidentiality.
- International travel to The Hunger Project's country offices to conduct award reviews, provide new business development support and support capacity development on donor requirements.
- Demonstrated commitment to fostering and maintaining an environment of diversity, inclusion, and belonging.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

Benefit Highlights

The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes; a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that includes health, dental, vision and much more, retirement savings plan with employer match and contributions, personal time off that increase with tenure, bank holidays, sick leave, flexible work arrangements, an Employee Assistance Program, life and disability insurance, paid family leave, and much more.

How to Apply

Please forward your letter of interest, resume, salary expectations, and writing sample for immediate consideration to grantsmgmt@thp.org. Please include "**Partnerships Officer**" in the subject line of your email.