



Grants Acquisition Manager

Location: New York, NY

Travel: Up to 15%

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

The Grants Acquisition Manager will lead the development of high quality grant proposals for government agencies, multilateral and bilateral institutions, and major foundations to support CMMB's new strategy around improving the lives of women and children, reporting to the Senior Vice President of Country Program. The position will work in a highly collaborative cross-team environment across departments, technical staff, and country offices. The manager will support evaluations of major grants to ensure cross-organizational learning, improved knowledge management and the institutionalization of best practice in NY and COs. The manager will have direct reports and will ensure grant proposals are fully compliant, efficiently supported, technically clear and accurate, and adhere to CMMB's style and global strategy. The manager must be able to effectively build and manage relationships with partner and donor agencies, and other internal and external stakeholders, including integration with our CHAMPS model and in support of the building of public private partnerships. This position will be based in New York, NY and will require some travel. This role is expected to lead strategically and be willing to significantly engage in operational activities.

Responsibilities

- Manage and lead high-quality proposal development and technical writing for award opportunities from government agencies, multilateral and bilateral institutions, and major foundations.
- Manage the grant proposal team and consultants to submit successful bids.
- Team effectively with internal and external stakeholders to best position for success in achieving strategy.
- Research, analyze, develop, and track relationships with new and current prospects for proposals and produce reports, capability statements, agreements, etc. for their development and management.
- Lead, collaborate, and participate in the entire grant proposal process, including conceptualization, performing research, producing compelling content, making revisions, submission and follow-ups.
- Monitor the competitive landscape, testing new approaches and adopting best practice strategies.
- Lead and participate in proposal-related meetings, both in the US and at the country level as necessary.
- Lead CMMB's business intelligence gathering and networking to pro-actively form or join consortia and partnerships which match our mission and strategy.



- Lead and manage the employees in the department, ensuring clear goals and accountabilities are established and achieved. Ensure individuals' performance and development needs are met and employees are high performing and engaged. Produce systematic performance indicator reporting to inform management as to progress, roadblocks, and other relevant performance details.

Qualifications

- Master's degree in development-related subject, public health or health discipline required.
- 8+ years work experience in international NGOs, including business development roles that demonstrate ability to perform these responsibilities.
- Successful proposal development in MCH and/or WASH/nutrition required.
- Experience working in Africa and/or Latin America/Caribbean on development programs.
- Experience with major bilateral and multilateral funders; USG, GFTAM, UN system, DfID, GAC, EU etc.
- Demonstrated excellence in business development management including experience in the following:
 - pre-solicitation research and partnership formation,
 - design, development and submission of complete and competitive proposal packages,
 - submission follow-up to ensure lessons learnt are carried forward to future submissions.
- Direct experience must be demonstrated of remotely supporting proposal development teams.
- Demonstrated ability to undertake the analyses needed to highlight where CMMB has a comparative advantage regarding business opportunities and lead our subsequent response in a systematic way while thinking creatively in consortium formation and proposal design.
- Demonstrated capacity to build and maintain productive working relationships with a wide network of partners and stakeholders.
- Experience working in a headquarters-based setting and collaborating with country offices.
- Proven ability to build human resources and lead skills transfer to field-based staff.
- Timely and effective communicator, including strong written products and superior presentation skills.
- French and/or Spanish language skills are desirable.
- Must be comfortable working for a faith-based organization.

How to Apply

Visit our [Careers page](#) for more information, and apply by [emailing us](#) a cover letter and your resume or CV.

A Message from Bruce Wilkinson, President and CEO

As President of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Grants Acquisition Manager is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce