



## Specialist, Grant Proposals (Private)

Location: New York, NY

**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 Specialist, Grant Proposals, will lead and support the development of high quality grant proposals for organizations, corporations, foundations, and other donors to support CMMB's new strategy around improving the health of women and children, especially around the CHAMPS model. The Specialist will also coordinate an assigned portfolio of grants, and work in a highly collaborative cross-team environment across departments, technical staff, and country offices. The Specialist will ensure proposals and coordination of all assigned private grants are compliant with donor requirements, technically clear and accurate, and adhere to CMMB's style and global strategy. This position will be based in New York City.

### Responsibilities

#### *Proposal Development*

- Lead proposal development and technical writing for award opportunities from organizations, foundations and corporations, as assigned.
- 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.
- 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 proposal-related meetings, both in the US and at the country level as necessary.



### *Grants Coordination*

- Manage the coordination of the grant implementation process in collaboration with other CMMB teams, including the development of work plans, technical and management approaches, correspondence, budgets, contracts, agreements, reports, and close-outs, both in the US and at the country level as necessary.
- Track, monitor and ensure successful grant and contract management and fulfillment, in accordance with donor requirements.
- Assist compliance and finance staff in the review, processing, and reconciling of invoices to budgets.
- Support the writing of programmatic reports and technical documents.

### **Required Skills, Abilities and Knowledge**

- Bachelor's degree required.
- 5 years' experience in the development of global health-related grant proposals from organizations, corporations and foundations.
- Progressively responsible experience in development, with a proven record of accomplishment in securing institution funding from a variety of sources. Proven success in securing large-scale, complex, multi-million-dollar bids is highly desirable.
- Experience with various private grant rules, regulations, and policies.
- Must be comfortable working for a faith-based organization.
- Strong interpersonal and communications skills.
- Demonstrated writing, editing and communications skills appropriate for competitive proposal submissions.
- Ability to juggle multiple demands, manage shifting priorities, and negotiate timelines.
- Demonstrated skill in using terminology and concepts related to global health issues.
- Knowledge of technical areas surrounding maternal and child health, nutrition, water and sanitation, HIV/AIDS, strongly desired.
- Familiarity with a variety of private funding sources and associated grant proposal processes strongly desired.
- Demonstrated ability to work efficiently in teams under tight deadlines.
- Ability to create engaging and compelling text while maintaining technical accuracy and adhering to strict page limitations.
- Demonstrated ability to analyze and interpret quantitative and qualitative information.
- Advanced skills in Microsoft Office, and significant experience in using various software, database tools and platforms.
- Committed to CMMB mission, values and strategy.

### **Desired Skills, Abilities, and Knowledge**

- Master's degree in a public health-related field (particularly a MPH)

### **How to apply**

Visit our [careers page](#) for more information, and [click here to apply](#).



*A message from Bruce Wilkinson, President and CEO of CMMB – Healthier Lives Worldwide*

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 Specialist, Grant Proposals (Private) is critical to our mission and vision. I welcome your interest in joining our diverse, talented, professional and motivated team.

Cheers,  
Bruce