



Specialist, Private Grant Proposals

Location: New York, NY (*Temporarily Hybrid*)

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.

Overview

The Specialist, Private Grant Proposals, will lead and support the development of high-quality grant proposals for organizations, corporations, foundations, and other donors to support CMMB's strategy around improving the health of women and children, especially for our signature program, Children and Mothers Partnerships (CHAMPS). The Specialist will also manage an assigned portfolio of prospects and donors, will work in a highly collaborative cross-team environment across departments and country offices and with the technical staff. The Specialist will ensure that proposals are compliant with donor requirements, technically clear, accurate, and in alignment with CMMB's style, branding, and global strategy. This position will be based in New York City.

Responsibilities

Proposal Development

- Lead proposal development and technical writing for grant opportunities from organizations, foundations, and corporations, as assigned.
- Monitor the competitive landscape, identifying and evaluating new grant opportunities. Maintain donor relationship records and track opportunities in Raisers Edge database. Collaborate with Business Development team colleagues to test new approaches, adopt best practice strategies, and brainstorm responses to emerging situations.
- Research, analyze, develop, and track relationships with new prospects and existing donors.
- Produce proposals, project progress reports, organizational capability statements, pitch materials, and other documents.
- Collaborate and participate in the entire grant proposal process, including background research, design conceptualization, log frames, revisions, submission, and follow-up. This includes collaborating on proposals' technical content and budget planning.

Grants Coordination

- Track, manage, and support relationships with assigned portfolio of donors. Coordinate quality and timely cross-departmental reporting to ensure successful grant fulfillment in accordance with MEL and donor



requirements across five country programs, generating custom quarterly and annual reports to donors, as assigned.

- Support the writing and editing of programmatic reports and technical documents, using analytical skills to identify programmatic strengths and weaknesses.
- Collaborate with Business Development team members to build capacity of local country office teams for proposal and report writing.
- **Note:** These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications and Requirements

- Bachelor's degree required. Master's degree in a public health-related field preferred (particularly an MPH).
- 5 years' experience in the development of global health-related grant proposals submitted to organizations, corporations and/or foundations.
- Progressively responsible experience in development, with a proven record of accomplishment in securing institutional funding from a variety of sources. Proven success in securing large-scale, complex, multimillion-dollar bids is highly desirable.
- Experience with various private grant rules, regulations, and policies.
- Must be comfortable working for a faith-based organization. Familiarity with the motivation of faith-based funders is strongly desired.
- Strong interpersonal and communications skills.
- Demonstrated professional 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.
- Familiarity with a variety of private funding sources and associated grant proposal processes.
- Demonstrated ability to work efficiently in teams under tight deadlines.
- Ability to create engaging and compelling text while maintaining technical accuracy and adhering to length 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.
- Experience submitting online grant proposals via corporation or foundation portals.
- Commitment to CMMB mission, values, and strategy.
- Knowledge and experience with Raiser's Edge CRM preferred
- Must be vaccinated against COVID-19
- Valid work authorization to work in the United States required

How to apply

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