



## Program Officer

Location: Primarily Remote with 10-15% Travel

**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 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 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 benefits package, with meaningful work and opportunities to learn and grow. *We especially encourage all persons of diverse backgrounds to apply.*

### Overview

The Programs Department plays a critical role in helping CMMB achieve its vision by leading the provision of high-quality programs focused on saving lives through children's and mothers' health, and particularly in the development and implementation of the CHAMPS model. This Department is also responsible for generating revenue from and partnering effectively with government(s), bilateral and multilateral donors, corporations, foundations, and other public and private partners. It also strives to position and enhance CMMB's technical capacity and reputation in the field of global healthcare.

The Program Officer, reporting to the Senior Vice President of Programs and Volunteers, will serve a multi-functional role supporting the Programs Department through its operations domestically and at abroad. S/he will be comfortable wearing many hats daily and engaging with stakeholders at all levels of the organization. S/he will be responsible for coordinating programmatic funding and supporting the full portfolio of programs in alignment with CMMB's global strategy. This position will be based in the US and may require short-term travel to South Sudan, Kenya, Zambia, Haiti and/or Peru.

### Responsibilities

#### Program Analyses and Support

- Holistically analyze and make recommendations related to performance of individual Country Offices by closely monthly burn rates
- Provide general operational support to all Country Offices, as necessary (including administrative support, documentation reviews, procurement guidance, funding transfers, vendor contract negotiations, or partner assessments)
- Occasionally manage the full cycle of unique or strategically important grants, including support to Mother of Mercy Hospital in Nuba Mountains, Sudan
- Assist project kickoff process (coordinate the programming of funding by liaising between HQ departments and with the country offices, support capacity surge needs in country, help Country Director's prioritize and juggle new activities)



- Manage IDIQ procurement and shipping contracts
- Monitor essential CMMB registrations and vendor contracts
- Assist development of Country Office fiscal year budgets and maximizing direct charges to restricted resources

#### Grant Coordination

- Track total revenue received through program channels
- Archiving documentation for all programmatic funding (grant agreements, sub-awards, consortium documentation, project amendments)
- Support proposal development process as directed by assisting on budgets, narratives, certifications/registrations, and coordination with other departments (such as Partnerships or Finance)
- Assist Country Offices with developing quarterly, annual, and final financial reports for USG, multilateral and private donors and ensuring grant or contract terms and conditions are met
- Assist Country Offices in local level grant and documentation reviews

#### SVP and Departmental Support

- Provide administrative assistance to SVP of Programs and Volunteers
- Board of Director Program Committee support (coordinate meetings and member availability, produce presentation materials, draft meeting minutes, and host calls)
- Coordinate departmental weekly meetings
- Lead/Coordinate departmental budgeting process (allocating NY time to projects, drafting budget notes for non-salary UNR needs)
- Provide logistical support for international conferences (Country Directors and Programs)
- Provide support to program team members international travelers, as needed
- Lead quality control reviews for program and country office operations (including final proposal checks, teaming agreements, procurements)
- Oversee current events and developing situations that threaten CMMB's operations

*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 or equivalent experience in a related field required; master's degree preferred.
- Minimum of 7 years of related non-profit experience.
- Strong communication, teamwork, interpersonal, diplomatic, cross-cultural and business process skills
- Advanced skills in Microsoft Office (especially Excel) and databases
- Ability to multi-task effectively under tight deadlines and strongly organized
- General knowledge of accounting, finance, and cash flow
- Good general knowledge of CMMB's operating environments and staying abreast of international affairs
- Strong analytical thinker
- Experience with grants, contracts, and/or USG cooperative agreements



- Knowledge of US government compliance regulations and NICRA
- Demonstrated interest in or knowledge of maternal/child health, nutrition, water/sanitation, or HIV/AIDS
- Experience using Raiser's Edge
- International experience (especially in hardship locations)

#### Other

- Must be authorized to work in the United States.
- Comfortable working for a faith-based organization.
- Must be vaccinated against COVID-19
- French and Spanish language skills are an added advantage.
- Able to demonstrate CMMB's core values in action: Collaboration, Love, Excellence, and Respect

#### **How to apply**

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