



Senior Manager, Office of the President and Board Liaison

Location: Primarily Remote with 10% 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 Office of the President is responsible for leading and coordinating CMMB's global strategy and all cross-cutting operational activities across the entire internal and external stakeholder environment, including global staff, donors, partners, and working with and supporting the Board of Directors.

This position reports to the President and CEO and provides executive as well as some administrative support to the President and the Board of Directors, as well as the Executive Team. The position acts as the liaison to the Board of Directors and will take on a project management role in organization wide activities including priorities of the executive leadership team, organizes and coordinates executive outreach and external relations efforts, and oversees special projects.

Responsibilities

Cross Cutting Organizational Priorities

- Project manage the roll-out and regular updating of policy framework and continuous compliance strengthening
- Assist in design thinking for strong user experience of improved intranet and shared files system in the cloud
- Contribute to review of new governance materials and policies to be created and vetted with Board of Directors as part of restructuring CMMB global family
- Participate in planning of staff retreats
- Collaborate with other departments to lead, manage and/or take part in special projects

Board Support

- Serve as project manager for board meeting preparation; board member recruitment, onboarding, engagement and offboarding.



- Serve as principal board administrator: ensuring adherence to by-laws, assurance of board compliance; board calendar, meeting preparation and material distribution; maintenance and updating of relevant documents; and coordinating and maintaining board committee meeting minutes and materials.
- Maintain Board-related charts and tracking tools to reflect Board member terms, diversity, Committee leadership and service
- Serve as a primary point of contact for each member of the Board and be accessible to the Directors: an effective problem-solver with whom the Directors enjoy interfacing.
- Develop annual plans for annual board self-assessment and continued board education and engagement
- Manage the upkeeping and storage of important Board of Directors documents, including but not limited to: By-Laws, committee lists and charters, historical minutes and materials.
- Track annual Board approved actions
- Support the CEO and Board Chair in the preparation of a coherent and relevant agenda for quarterly Board and Governance & Advancement Committee meetings.
- Create clear timelines and guidelines for board committee materials and reports; Coordinate with key management staff to prepare and deliver board notifications and reports.
- Schedule and manage the logistics (catering, hotel—as needed, transportation) for in-person Board meetings, Board dinners, Board field visits which may include major donors, and other events as requested.
- Attend quarterly Board meetings to provide onsite support and to take official meeting minutes.
- Track and maintain records of Board and committee meeting frequency and members' attendance.
- At the request of the Executive Committee of the Board serve as the Assistant Secretary of the Board of Directors.
- Manage annual board compliance materials to ensure adherence to Board Governance Policies and Procedures, including COI, CoC, and filing of fiscal year minutes in the annual audit.
- Maintain Board contact lists, bios, committee lists, and other relevant information

CEO Support

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that includes co-managing calendar, arranging complex and detailed travel plans, and compiling documents for meetings.
- Coordinate calls, meetings, itineraries, agendas, and strategic activities.
- Prepare internal communications for CEO engagement with donors and staff.
- Support CEO outreach to major donors, foundations, and corporations in coordination with resource mobilization teams.
- Engage in annual forecasting, budgeting, and management of the expenses of the Office of the President.
- Establish and maintain timely project tracking tools and serves as liaison to staff teams across the organization to ensure effective transfer of information about Board activities.
- Oversee the collection, compilation, preparation, and distribution of background materials for the Board and the Governance and Advancement Committee meetings in a timely and accurate manner.
- Executive Team Support.



- Attend Executive team meetings and assist with agenda creation, follow-up points.
- Plan annual retreat of Executive Team.

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.
- Ability to thrive in a fast-paced environment and juggle multiple priorities simultaneously.
- Very Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Provide highly confidential support with high standards and unimpeachable integrity.
- Excellent oral and written communication skills
- Strategic and operational thinking skills
- Excellent project management and follow up skills
- Experience working cross departmentally to achieve goals

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.