



Senior Specialist, Private Grants Proposals

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, Accountability,** 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 Senior 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 Senior Specialist will also manage an assigned portfolio of prospects and donors, will work in a highly collaborative cross-team environment, with technical staff and country offices. The Senior Specialist will ensure that proposals are compliant with donor requirements, technically clear, accurate, and in alignment with CMMB's style, branding, and global strategy.

Responsibilities

Proposal Development

- Monitor the competitive landscape, identifying and evaluating new grant opportunities.
- Research, analyze, develop, and track relationships with new prospects and existing donors, managing an assigned portfolio of donors.
- Lead proposal development and technical writing for grant opportunities from organizations, foundations, and corporations, as assigned.
- Produce proposals, pitch materials, and organizational capacity statements, and other documents.
- Collaborate and participate in the entire grant proposal process, interacting with prospective partners and leading proposal-related meetings with the US technical team, communications team, country-level staff, and others.
- Collaborate with Business Development team colleagues to test new approaches, adopt best practice strategies, and brainstorm responses to emerging situations.
- Maintain donor relationship records and track opportunities in Raisers Edge CRM.

Grants Coordination

- Coordinate quality and timely cross-departmental reporting to ensure successful grant fulfillment in accordance with private sector funder requirements.
- Support the editing of programmatic reports and technical documents.



- Collaborate with Business Development team members to build the capacity of local country office teams for proposal and report writing.
- Coordinate fulfillment of donor requirements for grants and contracts in assigned portfolio.

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

- Progressively more responsible experience in development, with a proven record of accomplishment in securing large grants from institutional funders.
- 5 years' experience in the development of grant proposals submitted to organizations, corporations, and/or foundations.
- A passion for business development work and a desire to grow professionally in the field.
- Strong interpersonal and communications skills.
- Professional-level writing, editing, and communications skills appropriate for competitive proposal submissions.
- Ability to juggle multiple demands, manage shifting priorities, and meet deadlines.
- 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; significant experience in using various software, database tools and platforms.
- Experience submitting online grant proposals via corporation or foundation portals.
- Bachelor's degree required.

Other

- Affinity for CMMB's mission; comfortable working for a faith-based organization.
- Knowledge and experience writing public health proposals with demonstrated skill in using terminology and concepts related to global health issues preferred.
- Familiarity with the motivation of faith-based funders strongly desired.
- Able to demonstrate CMMB's core values in action: collaboration, love, excellence, and respect.
- Knowledge and experience with Raiser's Edge CRM preferred.
- Must be authorized to work in the United States.
- Must be vaccinated against COVID-19.

CMMB is committed to fair and equitable compensation practices.

The pay for this role starts at \$85,000. Actual compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, and specific work location. This may be different in other locations due to differences in the cost of labor.



EEO Statement: *At CMMB, we embrace diversity and demonstrate compassion towards all people—it is one of our core values. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. CMMB is proud to be an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. CMMB strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, creed or religion, color, national origin, disability, predisposing genetic characteristics, marital status, sex, gender, gender identity, gender expression, pregnancy, age, sexual orientation, military or veteran status, citizenship, status as a victim of domestic violence, or any other protected classification under applicable federal, state, or local laws. This statement applies to all terms and conditions of employment. CMMB is committed to fostering an inclusive and accessible experience for all job seekers-- If reasonable accommodation is needed, you may contact us at humanresources@cmmmb.org.*

To learn more about us, visit our website at www.cmmmb.org.

How to apply

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