



Program Specialist

Location: Primarily Remote with up to 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 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 Support

- Provide general operational support to all Country Offices, as necessary (including documentation reviews, procurement guidance, funding transfers, international travel support)
- Assist project kickoff process
- Manage IDIQ procurement and shipping contracts held by the Program Department
- Monitor essential CMMB registrations and process renewals as needed
- Track total revenue received through program channels
- Archive documentation for all programmatic funding (grant agreements, sub-awards, consortium documentation, project amendments) through Raiser's Edge
- 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 review of quarterly, annual, and final financial and narrative reports for USG, multilateral and private donors, and ensuring grant or contract terms and conditions are met



Departmental Support

- Provide administrative assistance to SVP of Programs and Volunteers, as needed
- Support Board of Director Program Committee (coordinate meetings and member availability, produce presentation materials in collaboration with SVP, draft meeting minutes, and host calls)
- Oversee current events and developing security situations that may threaten CMMB's operations Coordinate departmental weekly meetings and an annual Program Department retreat
- Lead/Coordinate departmental budgeting process (drafting budget based on team input and drafting budget notes) and track monthly execution of budget
- Provide logistical support for international conferences (Country Directors and Programs)
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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 3 years of related experience.
- Strong communication, teamwork, interpersonal, diplomatic, cross-cultural and business process skills
- Advanced skills in Microsoft Office (especially Excel and Power Point) and databases
- Ability to multi-task effectively under tight deadlines and strongly organized
- Good general knowledge of CMMB's operating environments and staying abreast of international affairs
- Strong analytical thinker
- NOTE: Experience with grants, contracts, and/or USG cooperative agreements would be valuable but not required; CMMB will fund training on USG grants and contracts compliance regulations
- Demonstrated interest in or knowledge of maternal/child health, nutrition, water/sanitation, or HIV/AIDS
- Experience using Raiser's Edge is desirable
- 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 but not required.
- Able to demonstrate CMMB's core values in action: Collaboration, Love, Excellence, Accountability and Respect

Behavioral Competencies

Demonstrate CMMB's core values in action:

Collaboration: To work in partnership for locally sustainable solutions, **Love:** To embrace and be compassionate towards all people, **Excellence:** To deliver sustainable, quality, and impactful results, **Accountability:** To hold ourselves and each other to high ethical standards and practices, that maintains the good name of CMMB around the world. **Respect:** Always act with integrity and value and honor the dignity of all.

CMMB is committed to fair and equitable compensation practices

The pay range for this role for candidates in New York is \$64,009. 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 range may be different in other locations.



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@cmmb.org.

How to apply

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