



Manager, Grants Program

Every Mother Counts is a non-profit organization dedicated to making pregnancy and childbirth safe for every mother, everywhere. We work to achieve quality, respectful, and equitable maternity care for all by supporting quality programs through grants and working with partners and thought leaders to increase awareness and mobilize communities to take action. This position will be based in New York City and will report to the Managing Director of Policy, Advocacy, and Grantmaking.

The **Grants Program Manager** will lead the design, implementation and management of EMC's investments in maternal health programs both domestically and internationally. The Grants Program Manager will be responsible for identifying high-impact programs for investment that align with EMC's mission, philosophy and strategic plan; fostering relationships with grant partners; developing and managing systems for monitoring and tracking progress of the grant programs in line with EMC's goals and objectives; and serving as a bridge between the grantee partner organizations and the EMC staff. The Grants Program Manager will work to define and articulate EMC's approach to grant making in alignment with the broader policy, advocacy, education, and communications objectives of the organization.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Development of Grants Program

- In consultation with EMC and Impact Team leadership, develop and oversee the strategy for EMC's grants portfolio, identifying opportunities for refinement, continued growth and application of lessons learned
- Serve as a key contributor to the development of EMC's strategic grantmaking goals and objective-setting
- Work closely with EMC's Director of Finance to track outgoing funds, and to develop and maintain budgets
- Work to scale EMC's investments in six core countries, in addition to identifying ongoing opportunities outside the core countries for emergency humanitarian investments
- Identify areas for grantee organizational capacity-building and strengthening that EMC can support
- Oversee monitoring, evaluation, and learning systems for the grants program, and continually identify ways to improve these systems

Grants Program Management

- Research, identify, and establish relationships with key implementing partners in the field
- Work closely with new and current grantees to develop their grants, including developing and reviewing proposals, budgets, and reporting systems
- Develop and execute grant agreements
- Maintain a regular grant making schedule for reviewing proposals and disbursing funds
- Establish and refine monitoring and evaluation metrics and benchmarks across the grants program, and establish reporting requirements and timelines
- Design, plan, and execute grantee semi-annual grantee partner convening, including developing programming and overseeing logistical arrangements
- Build and foster relationships with grantees to ensure that the goals and objectives of EMC and its grantee partners are mutually supportive and respectful, and that EMC's support is building long-term capacity and sustainability of programs providing quality maternal health care
- Maintain regular contact with grantees to troubleshoot, help respond to challenges, and ensure their funded programs are on track and meeting grant objectives
- Develop schedules for in-person field visits to existing and potential grant programs
- Field requests for funding and continue to build expanding list of potential future grantees

Interdepartmental Collaboration

- Ensure that EMC's Communications, Development, and Engagement team has information on the grantee partners, impact, and research to inform their work
- Work with the Communications team to help ensure grantee storytelling objectives are met
- Update and brief EMC staff and Board of Directors on the Grants Program as needed
- Work with the Development team to provide program information to help inform institutional fundraising proposals, partnerships with corporate donors, and in-kind donations
- Work with the Communications, Development, and Engagement team to plan and lead site visits for EMC delegation trips in grant countries as needed

Ongoing Grants and Global Health Expertise

- Stay informed on best practices and trends in grant making, impact measurement, and maternal health developments, incorporating this information into EMC's investment strategy
- Connect with other maternal health funders to share information and knowledge regarding players in the maternal health space
- Monitor and research the relevant policy landscape in the countries in which EMC invests to inform our grant-making on an ongoing basis
- Represent EMC in meetings and conferences with key partners

SPECIFIC TYPES OF KNOWLEDGE, SKILLS & EXPERIENCE REQUIRED

- At least 5 years' experience working in maternal health, international health and development, women's health, or related field(s) and deep understanding and familiarity with the state of maternal health in the U.S. and/or globally
- Experience with and knowledge of best practices in grantmaking, grants management, and administration
- Experience developing monitoring, evaluation, and learning systems
- Experience working on a small team, with the ability to tackle unexpected challenges as needed,
- Excellent relationship building and management skills
- Superior critical thinking, written and oral communication, and editing skills including ability to communicate to diverse audiences;
- Ability to work independently and in a team setting; and
- Ability to work in a fast-paced and collaborative environment with accountability and efficiency;
- Strong project management, coordination, time management, and organizing skills;
- Acute attention to detail and a track record of consistently delivering quality work;
- A team player who engenders trust and confidence, with an ability to interact openly and positively with all members of the staff
- Self-motivated, pro-active, and results-oriented
- Passion for and demonstrated commitment to maternal and reproductive health, social justice, and the mission of EMC
- A record for being reliable, utilizing sound judgment, and responding well to challenges and adversity
- Spanish and/or Haitian Creole language skills a plus
- Bachelors required; Master's preferred

Please send cover letter, resume, salary requirements, and a writing sample to careers@everymothercounts.org. Incomplete applications will not be accepted.