



RECRUITMENT NOTICE: GRANT WRITER

Organization: Pivot (www.pivotworks.org)

Title: Grant Writer (full-time, remote)

Start Date: November/December 2023

Pivot Overview

Pivot's mission is to save lives, transform health systems, and catalyze global change. Since 2014, we have been partnering with Madagascar's Ministry of Public Health (MoPH) to strengthen their public health system, which is among the weakest in the world. Our goal over the past decade has been to design, implement, and refine a district-level model system of universal health coverage that can be replicated at scale. With an unparalleled evidence base to prove the impact of our model on population mortality and system readiness, the MoPH invited Pivot to expand its model from 1 district to 3, tripling our geographic coverage and quintupling our catchment population.

Role Overview

Pivot's national team includes 250+ staff members on the ground in Madagascar – some in the capital city of Antananarivo, some in Vatovavy Region, where implementation of services takes place. The **Grant Writer** will join the Global Support Team (GST), a small but growing cohort of North America-based staff whose collective objective is to be a resource to the in-country team – primarily in fundraising, communications, and partnerships – as Pivot expands its work.

As a member of the Engagement Department, the Grant Writer will collaborate with fellow Development team colleagues as well as programmatic staff in the clinical, operations, and research domains in order to secure high-level funding partnerships to advance our 5-year strategy (see our [2023-2028 Strategic Plan](#) to learn more). Members of the GST are fully remote and located in the US Eastern time zone, working earlier hours to maximize overlap with Madagascar colleagues in the Eastern Africa time zone (which is either 7 or 8 hours ahead of US Eastern, depending on the time of year).

Commitment

- Effort: Full-Time: (Monday-Friday, 40hrs/week)
- Location: remote; full-time working location must be located within US Eastern time zone (applicants in time zones closer to East African time zone may also be considered)
- Travel: 1x/year to Madagascar; up to 4x/year domestic (annual May fundraiser in NY; periodic team meet-ups in US/Canada, other possible, as needed)

Team

- Department: Engagement
- Team: Development
- Supervisor: Senior Engagement Officer (Global Support Team)
- Key relationships: Grant Manager & Director of Engagement (Madagascar-based); Executive Director & Scientific Director (Global Support Team)

Responsibilities

- Participate in prospecting:
 - Support research and identification of potential funders
 - Support the “go/no-go” process to decide whether an opportunity will be pursued by the team
- Manage grant proposal and report development:
 - Lead production of each new proposal/renewal process, including coordination of assigning staff contributors
 - Ensure deliverables are accurate, proofed, and adhere to all requirements outlined by funder
 - Collaborate with relevant teams to develop grant budgets and financial reporting systems for each grant
 - Work with in-country team to track grant progress, ensuring compliance with all reporting requirements
- Participate funder relationship management:
 - Maintain accurate records of all grants, including deadlines, submissions, and outcomes (whether or not awarded)
 - Contribute as needed to due diligence processes conducted by existing or potential funders
 - Support upkeep of funder relationships by flagging opportunities for connection if/when they arise
- Support donor-facing communications:
 - Establish a central language bank and collaborate to ensure harmonization of key messages about our work
 - Serve as in-house editor/proofreader to ensure messages are clear and aligned with organizational narrative across channels
 - Contribute to the development of Quarterly and Annual Impact Reports
- Support development operations:
 - Actively contribute to the upkeep of the donor/gift database and shared team drive whenever relevant
 - Participate in annual planning and budgeting processes

Qualifications / Requirements

- Bachelor’s degree or equivalent professional experience (preferably in a related field)
- Demonstrated evidence of success in nonprofit grant writing
- Excellent writing skills; must be proficient in technical writing with the ability to translate complex concepts, craft compelling narratives, and make a persuasive case for support
- Exceptional organizational skills, attention to detail, and ability to manage multiple deadlines at once
- Comfort navigating Google Suite tools (Gmail, Drive, Meet, Docs/Sheets/Slides, etc.)
- Experience with CRM software/fundraising databases/grant management software (e.g. Raiser’s Edge) strongly preferred
- Experience in impact reporting (both quantitative and qualitative) strongly preferred
- Understanding of the global health funding landscape a strongly preferred
- Experience in fundraising for scientific/academic research a plus
- Experience in project management and/or implementation a plus

- Comfort with data interpretation and/or public health data indicators a plus
- Flexibility and willingness to shift plans to support other team priorities
- Enthusiasm for working on a small remote team that is supporting a growing team/organization in Madagascar
- Alignment with the Pivot values (health as a human right, bias toward action, embracing complexity, curiosity, solidarity, sustainability, humility, accountability)
- Team spirit and sense of humor :)
- Language Skills
 - English - fluency required
 - French - professional proficiency strongly preferred
 - Malagasy - huge bonus!

Benefits

- Competitive salary range (\$63,000-\$73,500; commensurate with experience)
- PTO package: 30 days vacation, 10 days sick leave
- Medical coverage through Aetna International
- Life and disability insurance
- Employer 401k contribution after 1 year of employment
- Professional development opportunities as they arise

To apply, please send your CV and a cover letter to Amy Donahue adonahue@pivotworks.org by November 3, 2023 and include "Grant Writer Application" in the subject line.

Applications will be reviewed on a rolling basis. Candidates may be asked to provide writing samples or other materials before being invited to join a screening call and/or video interview.