



RECRUITMENT NOTICE: INSTITUTIONAL FUNDING OFFICER

Organization: Pivot (www.pivotworks.org)

Title: Institutional Funding Officer

Start Date: July 2024 (earlier if possible)

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:** up to 2x/year domestic; up to 1x/year to Madagascar

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. 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, the MoPH invited Pivot to expand its model from the district to the regional level – a process that is now actively underway.

Position Overview

Pivot's national team includes 250+ staff members on the ground in Madagascar. The **Institutional Funding Officer (IFO)** will join the Global Support Team (GST), a small but growing cohort of internationally-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 Development Department, the IFO will collaborate with fellow Development team members as well as Program Managers and the Executive Leadership Team in order to secure high-level funding partnerships to advance our 5-year strategy. Members of the GST are fully remote and must be willing to shift working hours to maximize overlap with Madagascar colleagues in the Eastern Africa time zone.

Responsibilities

- Manage portfolio of institutional funders
 - Maintain accurate records of all grants and grant opportunities, including deadlines, submissions, and outcomes (whether or not awarded)
 - Lead development of each new proposal/renewal process, including coordination of staff contributor assignments
 - Contribute as needed to due diligence processes conducted by existing or potential funders
 - Collaborate with relevant teams to develop grant budgets and financial reporting systems for each award
 - Work with program managers to track grant progress, ensuring compliance with all reporting requirements
 - Ensure deliverables are accurate, proofed, and submitted per timelines set by funder

- Support funder prospection and stewardship
 - Leverage prospect research tools to identify potential funding opportunities
 - Conduct comprehensive prospect research to prepare for and lead “go/no-go” meetings with the team to decide whether an opportunity will be pursued
 - Track key funder touchpoints and relationship milestones
- Support development operations
 - Actively contribute to the upkeep of the donor database and shared team drive when relevant to institutional funder management/relationship tracking
 - 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 in project management and/or implementation
- Comfort with data interpretation and/or public health data indicators
- Experience in impact reporting (both quantitative and qualitative) strongly preferred
- Understanding of the global health funding landscape strongly preferred
- Experience in fundraising for scientific/academic research a plus
- Experience with fundraising/grant management software (e.g. Raiser’s Edge) 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 required

Benefits

- Competitive salary range (\$63,000-\$73,500; commensurate with experience)
- PTO package: 30 days vacation, 10 days sick leave
- Health insurance (including dental & vision)
- 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** cover letter to jobs@pivotworks.org by June 9, 2024 @ 11:59pm ET and include “Institutional Funding Officer Application” in the subject line. Candidates will be reviewed on a rolling basis; applications submitted outside of these guidelines will not be considered.