

Resource Mobilization Assistant

Women in Global Health

Background

Women in Global Health (WGH) is a women-led global movement with an extensive network working across the world to challenge power and privilege for gender equity in health. It was launched in 2015 by passionate advocates for gender equity and in 2017, the movement's co-founders created Women in Global Health, Inc., a US-incorporated charitable nonprofit organization 501(c)(3) in the state of California, to power and resource the WGH movement. WGH is virtual by design. We have no offices so our overhead is low and we hire team members, as consultants, from all over the world.

WGH has grown to include over 56 chapters across 51 countries, with a strong presence in low- and middle-income countries. The global team and the network of chapters drive change by mobilizing a diverse group of emerging women health leaders, advocating for the gender-equitable transformation of health institutions and systems across the world, and holding leaders accountable to make this happen.

About this Position

In its initial five years i.e. from 2015 to 2019, WGH was led entirely by volunteers. We are now at a critical juncture where WGH is maturing from a startup organization to a sustainable one. WGH's partners are committed and showing their support to WGH, with WGH securing additional financing and creating new multi-year partnerships. While the organization is set up for success, there are rising expectations and growing challenges that require increased fundraising capacity to support our fast growth. As an employer, WGH offers an exciting, international working environment, with exposure to high-level global health fora.

Job Location:

Fully Remote

Reports to

The Resource Mobilization Assistant will report directly to the WGH Resource Mobilization Strategist and work collaboratively with other team members.

Anticipated Salary and Timeframe:

- Compensation will be adjusted based on experience, geography, and cost of living
- Timeframe: 1-year, renewable, 90-day trial period
- Benefits: Not eligible for health or retirement benefits; related travel and communication expenses are reimbursed

- Desired start: 15 February 2024

Contract

All members of the WGH Team are engaged as independent contractors. This is a 12-month consulting contract with the potential for renewal based on performance and funds available.

Job Description

Overview:

The Resource Mobilization Assistant is a crucial member of the fundraising team, contributing to the organization's financial sustainability and growth. The successful candidate will play a key role in shaping WGH's resource mobilization efforts and advancing its mission. We are seeking a motivated and detail-oriented Resource Mobilization Assistant to join our dedicated fundraising team. This position offers a unique opportunity to contribute to the organization's growth and impact in the global health sector.

Key Responsibilities:

1. **Proposal Development:**
 - a. Assist in the development of compelling grant proposals, concept notes, and fundraising pitches.
 - b. Conduct research on potential funding sources and donors aligned with WGH's mission.
2. **Donor Cultivation and Communication:**
 - a. Support the cultivation of relationships with donors, partners, and stakeholders.
 - b. Contribute to the creation of engaging donor communications, including newsletters, reports, and updates.
 - c. Assist in the scheduling of donor/prospect meetings, communicate with relevant internal stakeholders to ensure timely preparation, and record accurate meeting minutes and actions.
3. **Grant Management:**
 - a. Work closely with the Resource Mobilization Strategist to manage grant timelines, reporting requirements, and deliverables.
 - b. Coordinate with program and monitoring, evaluation, and learning teams to ensure necessary information for grant reporting is compiled and submitted timely.
4. **Event Support:**
 - a. Assist in the planning and execution of fundraising events, including virtual and in-person gatherings.
 - b. Collaborate with the communications team to promote events and engage participants.
5. **Database Management:**
 - a. Maintain accurate and up-to-date donor and prospect information in the organization's CRM system.
 - b. Generate reports and analyze fundraising data to support decision-making.
6. **Research and Analysis:**
 - a. Conduct market research on fundraising trends, potential donors, and best practices.

- b. Create donor profiles and meeting briefs.
 - c. Provide insights and recommendations to enhance the effectiveness of fundraising strategies.
7. Collaboration and Coordination:
- a. Collaborate with cross-functional teams, including program, communications, and finance, to ensure alignment in resource mobilization efforts.
 - b. Coordinate meetings, prepare agendas, and provide administrative support as needed.

Qualifications:

- Bachelor's degree in a relevant field.
- 2-3 years of experience in fundraising, grant writing, or resource mobilization.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Proficiency in Microsoft Office Suite and/or Google Workspace and CRM software.

Languages:

Fluency in English with excellent oral and written communication skills is essential.

How to Apply:

Women in Global Health is an equal opportunity employer. We embrace diversity, equal opportunity, and inclusion in everything we do. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage women, people from underrepresented backgrounds, and applicants from low-and middle-income countries to apply.

The priority deadline to apply for this position is 31 January 2024. However, applications will be reviewed on a rolling basis.

To apply, please upload your CV and cover letter in PDF format using the [application form](#). Please note that only shortlisted candidates may be contacted due to the volume of applicants.

Meanwhile, check us out:

<https://www.womeningh.org/>



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