

Seed Global Health is a 501(c)3 non-profit entity which strives to strengthen health education and delivery in places facing a dire shortage of skilled health professionals. We do this by teaching and training physicians, nurses, and midwives to help save lives and improve health. By working with partner countries to meet their long-term health care human resource needs, we can achieve a future in which every country has a robust health workforce that is able to meet the health needs of its population.

One of Seed Global Health's current functions is to serve as a coordinating center that provides technical and advisory support for the Global Health Service Partnership (GHSP), a volunteer-based program that places visiting faculty from the U.S. into medical and nursing teaching roles across 5 countries in Africa. GHSP is a public-private collaboration administered in partnership with the Peace Corps and the US President's Emergency Plan for AIDS Relief (PEPFAR).

### **Position Summary:**

The **Program Manager** contributes his/her energy, passion, and skills primarily to supporting Seed's Program team in the US and abroad, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston, Massachusetts. The Program Manager will be a hands-on, participative team member to help advance the mission, programs and services of Seed Global Health by demonstrating the skills and knowledge needed to manage a country portfolio of programs and activities. The Program Manager will work closely with clinical teams, country offices and partnership sites to move programs through the program life cycle and instill program quality values across all country-level programming. This is an opportunity for an engaged, organized and results-oriented team-player to strengthen the program management capacity of a high-impact organization. This full-time position reports to the Senior Program Manager and works closely with all domestic and international team members.

### **Duties and Responsibilities:**

Responsibilities include the following:

#### **Program Management and Quality**

- Facilitate country programs through the life cycle of planning, implementation, evaluation, and scale up or transition, in collaboration with Country Directors and other Seed staff;
- Develop and track country-level work plans and serve as cost center manager to develop, forecast, and track country-level budgets;
- Facilitate communication and coordination among relevant Seed staff and collaborators in order to promote effective country-level programming and achieve outcomes;
- Collaborate with Seed's Monitoring, Evaluation & Learning (MEL) and Communications teams to ensure that MEL and Communications is integrated into all aspects of programming in order to promote program learning and dialogue on a regular basis;

- Manage country-level work plan reporting streams and the preparation, review, and dissemination of project-related knowledge management documents;
- Organize regular calls with Seed country teams and in-country collaborators;
- Draft and distribute country and partnership call agendas, document meeting minutes, track action items, and guide follow up on next steps needed;
- Serve as the primary point of contact for country offices and respond to and coordinate country office requests for assistance in various operational, technical and program areas;
- Prepare and manage contracts and agreements (MOUs, volunteer and consultant agreements, award letters, etc.), and organize all domestic and international program-related travel, consultant and volunteer on-boarding (malpractice, licensure, etc.), meetings and other aspects of country-level activities;
- Participate in the development of country-level strategies;
- Other duties as assigned.

### **New Business Development and Grant Management**

- Collaborate with Seed's Development team to identify and develop proposals for future country-specific funding opportunities;
- Serve as main point of contact for assigned grants and collaborate on the implementation of other grants as assigned;
- When serving as main point of contact for a grant(s),
  - ensure coordination of program, MEL, communications, development and financial teams in order to meet all requirements of the grant award;
  - collaborate with Seed's finance department to manage and review grant expenditures; and
  - coordinate quarterly and/or annual reporting as applicable, including country-specific reports to donors and other external and internal audiences as needed.

### **Global Health Service Partnership (GHSP) Program Support**

- Collaborate with Program team to manage the Program Support Resource Initiative (PSRI) application pipeline including submission, review, implementation, and reporting for individuals applying for educational resources;
- Participate in GHSP country calls and liaise information to relevant Seed staff;
- Facilitate the collection of documentation of GHSP site-level activities;
- Serve as a liaison between volunteers, counterparts, and Seed's clinical, program, and operations teams;
- Support Seed staff on grant reporting requirements;
- Organize travel and logistics for Seed staff as needed;
- Support the debt assistance program and serve as a liaison with volunteers regarding payment process or changes as needed.

### **Qualifications**

- Passion and commitment to Seed's mission;
- Strong sense of accountability, personal initiative, and responsibility;
- Excellent interpersonal skills, including flexibility and a sense of humor;

- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds;
- Ability to work collaboratively in a fast-paced and young organization work environment
- Bachelor's degree required, Master's degree, in a relevant area, preferred;
- Preference for 5+years' work experience in programming, grants management and similar functions for organization in a similar field;
- Financial management experience, including developing, forecasting and managing budgets;
- Proven ability to organize time, priorities, and deadlines effectively, asking for direction when appropriate;
- Strong written and oral communication skills;
- Exceptional attention to detail and track record of error free documents;
- Ability to work both as a team player and independently;
- Excellent computer skills, including strong command of the Microsoft Office suite including Word, Excel, and PowerPoint;
- Familiarity with data management platforms such as Access, FileMaker Pro and Submittable preferred;
- Working knowledge of global health and development, and Human Resources for Health/Systems Strengthening programs preferred.

**Working Conditions:**

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day
- Will be expected to travel domestically and/or internationally several times per year

**Compensation:**

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

*Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*