

<b>Division</b>	Global Development
<b>Department</b>	Agricultural Development & Nutrition teams
<b>Location</b>	Seattle
<b>Foundation Overview</b>	<p>Guided by the belief that every life has equal value, the Bill &amp; Melinda Gates Foundation works to help all people lead healthy, productive lives. In developing countries, it focuses on improving people's health and giving them the chance to lift themselves out of hunger and extreme poverty. In the United States, it seeks to ensure that all people-especially those with the fewest resources-have access to the opportunities they need to succeed in school and life. Based in Seattle, the foundation is led by CEO Jeff Raikes and co-chair William H. Gates Sr., under the direction of Bill and Melinda Gates and Warren Buffett.</p>
<b>Group Summary</b>	<p>This position would work very closely with two teams in Global Development: Agricultural Development and Nutrition. The Agricultural Development Team focuses on improving rural livelihoods in Sub-Saharan Africa and South Asia by helping smallholder farmers increase their yields and find markets for their products. The Nutrition team's vision is that all children would have the nutrition they need for a healthy start to life and also works in Africa and South Asia. These two teams are committed to working together to maximize impact from both strategies through grant-making, strategy, and advocacy.</p>
<b>Responsibilities</b>	<p><u>Role Summary:</u></p> <ul style="list-style-type: none"><li>- Supporting research and analytical tasks on agriculture-nutrition linkages</li><li>- Assist in the review of grant documents</li><li>- Support new grant development in this area</li><li>- Assist in the development of communication materials regarding Ag-Nutrition</li><li>- Identify emerging best practices in the sectors</li><li>- Generally support strategy development across and within the agriculture and nutrition portfolios</li><li>- Develop an internal training program on ag-nutrition linkages</li></ul> <p><u>Key Duties and Responsibilities:</u></p> <ul style="list-style-type: none"><li>- Support two Program Officers (one on agriculture and one on nutrition) in advancing work toward a more integrated approach to agriculture and nutrition. They would participate and play a leading role in an internal Ag-Nutrition working group and would liaise with numerous foundation program staff as part of this role.</li><li>- Compose ag-nutrition working papers on various topics, communications materials, and presentations as requested.</li><li>- Provide analytical support on emerging findings in agriculture-nutrition</li><li>- Assist working group in deriving a theory of change for agriculture-nutrition work</li><li>- Provide advice to agricultural development staff and potential grantees on opportunities to integrate nutrition in program plans, as requested.</li><li>- Manage and respond to general requests for information on active ag-nutrition work at the foundation and externally.</li><li>- Manage the workflow of the Ag-Nutrition working group, including managing the agenda, due dates, and progress of specific agenda items under the charge of this group.</li><li>- Review grant proposals and annual reports under the direction of the Program Officers</li></ul>

## Qualifications

### Core Knowledge & Skills:

#### Knowledge:

- Broad knowledge of international development, agriculture and health issues
- Maternal and child nutrition with a focus on food based approaches
- Geographic exposure or knowledge of Africa and/or South Asia
- Project management-
- Social science research and evaluation
- Preference for: behavior change methodologies or social marketing

#### Skills:

- Ability to critically analyze research papers and perform literature reviews
- Ability to build and manage relationships within and outside the organization
- Strong writing skills and ability to adopt different styles for different audiences
- Project management skills (basic)
- Willingness to 'think outside of the box'
- Cross-cultural communication
- Intellectual curiosity.
- Ability to absorb and quickly distill significant amounts of information
- Strong listening skills
- Willingness to be a 'self-starter' and adjust quickly with feedback

#### Desired Education and Experience:

Master's Degree required, PhD preferred in: agricultural economics, nutrition, rural development, international development or similar field with at least-2-3 years of work experience preferred; Work or extended travel experience to Africa or Asia preferred.