Job Title: Associate Program Officer  
Division: Global Development Program  
Department: Agricultural Development / Science and Technology

Foundation Summary
Guided by the belief that every life has equal value, the Bill & 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.

Group Summary
The Agricultural Development Program is focused on improving rural livelihoods in Africa and South Asia by helping smallholder farmers increase their yields and find markets for their products. The Science and Technology division of the Agricultural Development Program makes grants for research, development, and technology dissemination to improve the crops of the poor. These grants employ breeding, biotechnology, and improved agronomy to develop higher yielding, more nutritious crops that are resistant to plant diseases, pests, drought, and other stresses.

Position Summary & Responsibilities

- Facilitate, coordinate and manage activities related to evaluating, developing, preparing and monitoring specific grants:
  - Review grant proposals and write grant summaries and other related documents
  - Provide literature reviews and analysis in support of specific grant making opportunities
  - Assist grantees to develop projects and define key outcomes
  - Work with the Senior Program Officers and others as appropriate to facilitate external reviewers for proposals
  - Collaborate with team members to manage internal processes, portfolio progress, documentation, and grant budget information and reporting.
  - Assist in developing reviews, summaries and informative reports for foundation leadership
  - Travel as needed

- Provide ongoing research, background information and analytical support for Senior Program Officers in the Agricultural Development / Science and Technology team to seize new opportunities and develop investment strategies:
  - Create analytic frameworks and execute analysis in priority areas
  - Develop, execute and manage external partnerships and contracts for landscaping and other analytical work
  - Identify and engage qualified subject matter leaders, technical experts, and consultants in priority areas for meetings, expert reviews, and other program activities
  - Prepare regular reports and presentations for a variety of purposes and audiences
  - Assist in the shaping of learning/outreach trip agendas and provide on-the-ground trip support for foundation leadership when necessary and appropriate

- Assist the head of the Science and Technology division in preparing for outside meetings and presentations as needed

- Manage and prepare responses to VIP requests, invitations, and other correspondence for the head of the Science and Technology division as needed

- Monitor and report on portfolio status, progress and grant expenditures to meet program and foundation goals
Qualifications:

- Demonstrated commitment to the reduction of hunger and poverty in developing countries and a genuine interest in and dedication to the mission of the Agricultural Development Program.
- A Masters or PhD degree in a relevant field, such as biological sciences, agricultural economics, or public policy.
- Experience living and working with agriculture in developing countries strongly
- Speaking a relevant language—French, Portuguese, or a major African language preferred
- Must have excellent writing, analytical, public relations and project management skills.
- Experience in a fast-paced environment with demonstrated ability to juggle multiple and competing demands and establish priorities, while providing continual attention to detail in proofing materials, tracking projects and grants.
- Willingness to work in a cross-cutting team role; demonstrated ability to work with efficiency and diplomacy in a role requiring collaboration within an organization.
- Experience in the technical, economic or financial evaluation of project investments.
- Needs to be highly-organized and efficient; able to prioritize work based on minimal direction and multiple competing priorities.
- Demonstrated initiative to solve problems with high energy and a positive attitude.
- Must be able to create and cultivate trust and transparency in all relationships.
- Must have the highest personal and professional integrity.
- Sense of humor welcome.

Contact:
Ray Blakeney
206-770-1746
ray.blakeney@gatesfoundation.org