

Grants/Project Manager

Start Date: March 1, 2021

Type: Part-time, Full-time

Salary: \$40,000 - \$45,000 DOE

Location: Remote work possible, Seattle WA preferred.

About Pilgrim Africa

Pilgrim Africa is a Christian nonprofit with offices in Uganda and Seattle, WA. Founded in 2001 as an indigenous response to the plight of more than 1.5 million refugees living in internally displaced persons (IDP) camps in the war-torn regions of Northern Uganda, Pilgrim Africa has grown to be an international organization with regional and national interventions in Public Health, Education and Conservation. Education efforts include a vibrant, innovative Secondary School in Soroti, Uganda, and Public Health efforts have centered on malaria control, operational research, and advocacy. Public Health efforts include multiyear partnerships with the Bill & Melinda Gates Foundation, USAID/CDC, and UKAID's Department for International Development.

Job Description

We are seeking a highly motivated, mid-level professional with experience in Grants & Project Management and interest in global health. The Grants/Project Manager will be responsible for managing malaria/COVID-19 programs/projects in Uganda for Pilgrim Africa. She/he will help manage the team's internally driven projects and collaborate with Pilgrim's funders, grantors, and partners to build consistent, reliable project tracking and reporting. This role will have an impact on program implementation, fundraising, and overall company sustainability, and will provide structure and process to drive efficiencies in the way in which the malaria team executes and tracks work. Experience with dashboards and project management software preferred. Experience in monitoring and evaluation would also be excellent, but is not required.

The Grants/Project Manager will work closely with Pilgrim's Chief Executive Officer and Executive Director in managing, tracking and reporting key project deliverables with staff in-country, and in writing grant reports. Pilgrim Africa is growing and actively seeking new grants and expanding its grants portfolio; the Grants/Project Manager may be required to spend a limited amount of time assisting with proposals. Current grants include a complex community research trial and a developing project in health worker training for COVID-19.

An ideal candidate will want to make a positive difference in sub-Saharan Africa, enjoy technical complexity and global health, be comfortable with dashboards, SmartSheet (or similar tools project management tools), and feel energized by a growth-oriented, start-up environment in which there is ample room for expansion. He/she will have an active commitment to Christian faith, be relationally adept with strong communication and leadership skills in a cross-cultural environment, and be able to work independently as well as in a team to execute goals.

Main Responsibilities

- **Grants Management:**
 - Manage the grantor pipeline, own and cultivate relationships with grantors;

- Understand reporting requirements for each grantor;
 - Help organize project management to serve both scientific goals and grantor requirements;
 - Help create timely and accurate grant reports as needed for each project.
- **Project Management:**
 - Understand technical project deliverables and timelines and, working with the project leads, translate them into project management software, which is then continuously updated;
 - Provide communication and structural support for study teams and study partners by managing email communications, meetings, and circulating meeting minutes with action items;
 - Organize logistics, invitations and agendas for scientific conferences related to projects as needed (PAC, ASTMH, AMCA, etc.);
 - Work with the CEO in preparing progress reports and other needed grant documents for The Bill & Melinda Gates Foundation, American Institutes of Research, DFID, and other funders;
 - Assist in creating annual project reports for IRBs.

Skills & Qualifications

- Bachelor's or master's degree
- 3-4 years of grant or project management experience
- Experience with project management and/or team tasking software (Smartsheet preferred)
- Highly motivated self-starter with excellent organizational skills
- Enjoys interacting with both Ugandan and American scientists and researchers
- Focused on timely execution
- Driven to excellence
- Able to lead and motivate teams to achieve goals by providing the scaffolding and structure needed for success: targets, owners, consistent communications
- Relationally adept and able to communicate well with a diverse range of stakeholders
- Strong writing skills
- Experience in disease surveillance preferred, but not required
- Experience with R statistical software would be an asset, but not essential

To apply, please send a resume and cover letter to Tanya Wunderlich at tanya@pilgrimafrika.org.