

The ELMA Philanthropies Services (U.S.), Inc.  
New York, NY, USA

Job Posting  
Director, Health Program Investments

**Organization:** The ELMA Philanthropies Services (U.S.) Inc.  
**Position:** Director, Health Program Investments  
**To be based in:** New York, NY, USA  
**Reporting to:** President  
**To apply:** Send cv and cover letter to [HCandidate@ELMAPhilanthropies.org](mailto:HCandidate@ELMAPhilanthropies.org)  
**Apply by:** Friday 4 June 2010

### Organization

The ELMA Philanthropies Services (U.S.) Inc. develops program strategies, identifies and explores grantmaking possibilities, monitors grant performance, and establishes philanthropic relationships for the ELMA Group of Foundations. The main foundation is The ELMA Foundation, whose mission is to improve the life prospects of African children and youth and the families and communities that care for them, through support of sustainable efforts that build African capacity to relieve poverty, advance education, and promote health. The ELMA Foundation focuses on education, health, and economic opportunities for youth. It is currently active in nine countries in southern Africa and is already among the leading grantmakers active on the continent. The ELMA Philanthropies has offices in New York City, USA, and Cape Town, South Africa. ELMA plans expansion to East Africa during 2010 - 2011.

After four years of initial programming, The ELMA Philanthropies plans to strengthen health in Africa by pursuing initiatives that are scalable, sustainable, promise broad impact and exhibit substantial leverage. To achieve this, ELMA Philanthropies seeks to hire a senior professional for the newly created position of Director, Health Program Investments, based in New York.

### ELMA's Health Program

Recent efforts in global child and adolescent health have begun to take both a *disease-specific* approach that focuses directly on specific epidemics, and a *health systems* approach that focuses on systemic and environmental factors. The former includes direct intervention in treating children and youth for specific diseases and provision of affordable medicines and other medical supplies. The latter approach includes building the capacity of cadres of health professionals, and/or strengthening the supply chain of essential medicines and supplies. ELMA's health program focuses on:

1. **Specific Diseases** – provide care and support to children and youth affected by the top killers of children in Africa (malaria, HIV/AIDS, tuberculosis and diarrheal disease); increase access to quality and affordable treatment for children, youth and their families, particularly mothers who are affected by HIV/AIDS, TB and malaria.
2. **Health Systems Strengthening** – strengthen health systems to improve the life chances of children and youth affected by infectious conditions. This includes building capacities of pre-service health training institutions, providing in-service training and mentoring, "task shifting" and community health workers and volunteers, improving logistics and information management, and knowledge exchange.
3. **Protective Environments** – foster protective environments for children and youth who are disadvantaged and vulnerable. This includes community-based care and rehabilitation, reducing stigma, fostering self-esteem and resiliency through economic, social and cultural activities and life skills training, and community- or school-based nutrition programs.

ELMA's health program builds on four fundamental ideas: 1) African capacity-building – preferentially supporting African or Africa-based organizations and individuals whenever feasible, and contributing to the establishment of lasting institutions; 2) Synergy – providing support that embraces the child or youth in a holistic fashion; and 3) Inclusiveness – promoting opportunity for disadvantaged children and adolescents, with close attention to valuing girls and young

women; 4) Effective and strategic partnerships – acting as a catalyst to bring in other funders as partners, facilitate collaborative change, and enlarge efforts to meet more effectively the needs of Africa's children and youth.

Health programs are expected to have the potential for scale and impact, and ELMA views funding support as investments that need proactive, heightened program and financial scrutiny. To achieve this, the Director, Health Program Investments, will work closely with the Senior Director, Monitoring and Evaluation, and with the Director, Grants Finance, both based in New York, on grant sourcing, monitoring and financial analysis. By deepening its funder engagement, ELMA aims to provide vulnerable African children and youth with a quality health care and treatment through support of programs that are transformative, sustainable and scalable.

Programming aims to be informed by and leverage the work of peer funders and the priorities of key health bodies and agencies. ELMA Philanthropies seeks to position a unique niche of programming and impact, to avoid a duplication of effort, and to complement the work of other grantmaking institutions and those active in the health sector.

The ELMA Foundation now targets 12 countries. In southern Africa these are Angola, Botswana, Lesotho, Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, and Zimbabwe; and in East Africa, Rwanda and Tanzania (site of ELMA's future East Africa office).

For more information, please visit [www.elmaphilanthropies.org](http://www.elmaphilanthropies.org).

### **Position Description**

The Director, Health Program Investments, a newly created position, will report to the President, and will lead the ELMA Foundation's grant portfolio in health in Africa in close cooperation with ELMA colleagues in New York and Cape Town. The Director, Health Program Investments, will craft a program strategy; develop high level partnerships with peer funders, businesses, government and prospective grantees, identify quality programs for potential ELMA Foundation grant support; write grant recommendations; monitor the effectiveness of ELMA funded programs, and provide overall leadership for ELMA in the health field. The ideal candidate will have command of the health sector in Africa, expert negotiation skills, excellent analytical and writing skills, grantmaking experience, knowledge of business practices, and outstanding judgment. This is a compelling opportunity for a senior professional to lead a major foundation's grant portfolio in health, and to advance ELMA's objectives and deepen its impact on the lives of African children and youth.

### **Priority Responsibilities**

The Director, Health Program Investments, will undertake the following duties in the first 12 months:

- Develop a strategic plan for a robust portfolio of health grants in Africa that reflects ELMA's commitment to children and youth and that best leverages the capacity of ELMA program staff in New York and Africa; establish benchmarks to measure the success of programming achievements.
- Build relationships with potential grantees and other institutions, notably with peer funders in the health sector, businesses and government agencies.
- Establish close relationships with the Senior Director, Monitoring and Evaluation, and the Director, Grants Finance, so that prospective grants are designed with clear measures of success and anticipated outputs and outcomes, and with a sound financial perspective.
- Identify and assess potential grantee programs that are high performing; negotiate grant programs that offer impact, sustainability and scalability.
- For existing health grants, work with the Grants Manager to ensure reports are received and accepted in a timely manner.

## Ongoing Responsibilities

- Proactively solicit proposals, effectively review and respond to proposal ideas, prepare written background materials and write recommendations to be presented to ELMA's Board of Directors for possible funding.
- Collaborate with the Director, Monitoring and Evaluation, on benchmarks for individual grants and for the Health program; manage independent, external evaluation of select health grants as needed.
- Conduct field visits, track program and grant effectiveness against agreed benchmarks, and inform the Vice President, Programs, of progress in meeting those benchmarks.
- Manage with diligence and precision relevant aspects of grants administration, including timely receipt and approval of grant reports.
- Keep the Vice President, Programs, and the President well informed of programs and grants that are being developed and managed; provide timely and concise "state of the program" assessments; inform the Vice President of success in meeting the health program's benchmarks.
- Support grantees – provide mentoring, guidance and frank assessment as needed, while allowing them the latitude to manage their programs efficiently; develop a respectful relationship with grantees, winning their trust and confidence as a partner as well as a funder.
- Maintain positive relations with leading co-funders as well as key public policy and health constituencies; provide leadership to and collaborate with ELMA colleagues and others in health programming.

## Required Qualifications

- Advanced degree in health or a relevant field.
- Proven leadership in health as relates to children and youth, and a command of health sector issues; experience in health for children and youth in Africa.
- At least five to seven years experience in program leadership, with experience in grantmaking for programs.
- Robust ability to pull together skilled professionals and organizations to find creative solutions to difficult health challenges; expert ability to find and assessing quality programs and organizations; solve r consultant
- Excellent writing, analytical and presentation skills in English; ability to synthesize information and data.
- Significant international experience, especially in Africa; sensitivity to the complexities of grantmaking in developing countries.
- Able to work in a start-up or rapidly growing organization; flexible and adaptable to rapid change; quick learner, comfortable with a fast-paced environment; a self-starter and good on teams.
- Outstanding judgment and diplomacy; incisive; impeccable personal integrity and the ability to manage confidential information; a staunch commitment to quality and excellence.
- Sound knowledge of business practices; financial literacy and ability to develop and analyze budgets.

- Excellent organizational, time management and relationship-building skills; high-performing and enterprising.
- Ability to work non-traditional hours and travel internationally as needed.
- U.S. citizen or legal authorization to work in the U.S.
- Commitment to the mission, values, and philosophy of The ELMA Philanthropies.

#### **Preferred Qualifications**

- Master's degree in business administration or significant experience in the for-profit sector.
- Practical experience in managing or guiding a project through programmatic or strategic transitions.
- Fluency in French, Portuguese and/or an African language.

#### **Salary and Benefits**

Commensurate with experience. The ELMA Philanthropies is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

#### **How to Apply**

Please send a cover letter and cv to [HCandidate@ELMAPhilanthropies.org](mailto:HCandidate@ELMAPhilanthropies.org) no later than Friday 4 June 2010. No phone calls.

Final draft – 6 May 2010