



Grants Associate

About Musso

Musso believes no one should die waiting for health care. We build health systems to save lives by reaching patients faster, within hours of the moment they become sick. To do this, we partner with communities facing extreme poverty. Musso has spent more than a decade creating and improving our Proactive Care model, preparing it to serve the global effort for universal health care. We have documented rapid health improvements across the populations we serve: a 2018 study found that communities we reach in Mali, which previously saw some of the world's highest child mortality rates, sustained child mortality rates lower than any country in sub-Saharan Africa for five years, and ultimately reached a rate on par with that of the United States. Patient access to care increased tenfold. Musso now serves the governments of Mali and Côte d'Ivoire in their efforts to translate the results of this research into national policy and practice.

We provide proactive health care to 350,000 patients in peri-urban and rural Mali, and embed rigorous academic research and strategic advocacy to identify and share strategies that can accelerate global efforts for child survival, maternal health, and universal health care. Given the transformations in health care access and survival Musso has documented, over the next five years our direct service, research, and advocacy will work to advance a new model of care for community health systems.

About the Position

Musso is growing exponentially. We plan to grow our budget from \$13 million in 2021 to up to \$22 million per year by 2023 in order to support us to reach up to one million patients and improve care for tens of millions of people through changes in global policy and practice. To get there, we will pursue significant growth in our foundation and corporate, individual, and bi- and multi-lateral funding portfolios, and build systems to manage and deepen these strategic partnerships.

We are seeking a motivated, creative junior professional to join our team as a Grants Associate. The Grants Associate will support two areas necessary to grow our partnerships: back-of-house prospect development support, and grant management and reporting, with a particular focus on foundation, corporate, and high net-worth individual (HNWI) funders. They will be responsible for driving internal project management, proposal development, and submission of deliverables to donors within foundation, corporate and HNWI portfolios. They will also research prospective partners for these portfolios, and support the development team to prioritize next steps when cultivating these new relationships. Additionally, the Grants Associate will identify and collaboratively support internal process improvement for prospect development and grants management.

Reports to: Senior Manager, Foundation Partnerships

Department: Development and Communications

Location: San Francisco, CA (in-person beginning in 2022)

Responsibilities

Prospect Development Support: Prospect research, grant writing, and back-of-house donor engagement support (50% FTE)

- Research prospective foundation, corporate, and individual funders and relevant funding opportunities, providing succinct summaries of research and next steps to foundation/corporate and major gifts portfolio managers
- Collaborate with foundation/corporate and major gifts portfolio managers to identify engagement strategies, and provide project management support to help prioritize next steps
- Support foundation/corporate and major gifts portfolio managers in the drafting, editing, and submission of funding proposals, liaising with finance and technical teams to ensure coherence between proposal elements such as the budget and the narrative
- Track initial foundation, corporate, and individual donor outreach and follow-up using donor relationship management software, and leverage this system's reporting capabilities to monitor partner engagement
- Utilize and standardize internal systems supporting prospect research, focusing on foundation/corporate and major gifts processes. Collaborate with peers, including a Grants Associate who supports bilateral/multilateral funding partnerships and a Development Operations Coordinator who supports team systems, in order to align foundation, corporate, and major gifts prospecting systems to team-wide practices and leverage process learning across funding portfolios

Grant Management and Reporting (50% FTE)

- Oversee reporting workflows and processes, and lead the writing of the majority of foundation, corporate, and major gifts reports and similar materials
- Ensure the timely and quality development, review, and submission of reports, in collaboration with foundation/corporate and major gifts portfolio managers
- Remain up to date with activities across Muso departments, including Research, Programs, Technical Assistance, and Learning & Innovation, to collect relevant content and data for partner reporting and relationship management
- Monitor organizational compliance against foundation, corporate, and HNWI funding agreements and/or partner expectations
- Identify opportunities for grants management process improvement, coordinating with the Development Operations Coordinator to implement creative solutions for managing partnerships with foundations, corporations, and HNWIs
- Regularly update reference materials which improve application and report development efficiency, such as a boilerplate library

Desired Skills and Experience

Required

- Demonstrated writing experience, preferably in a professional business development or fundraising environment, with excellent written and verbal communications skills that flex to context and audience

- Ability to work independently, as well as collaboratively across departments, cultures, languages, and time zones
- Capacity to self-manage time and deliver consistently, with high quality, on deadline
- Superb attention to detail
- Flexibility and creativity to adapt in a rapidly-growing team and organization
- A commitment to social justice, equitable health systems, and imagining radical solutions to global issues
- Fluency in English and proficiency in French
- Ability to work in-person at Muso's Bay Area office for a percentage of each week beginning in 2022, and provide proof of COVID-19 vaccination

Not Required, But a Plus

- Experience in global health, international development, or non-profit work, with an understanding of key stakeholders and funding landscape
- Interest in and understanding of how fundraising and partnerships support a global health organization's ability to execute upon ambitious strategic priorities
- Familiarity with Salesforce or similar relationship management software
- Experience working in West Africa

Compensation and Benefits

Compensation will be \$56,000-\$61,000 per year. Health insurance, basic life and AD&D insurance, and a 401(k) plan with an employer match up to 4% of compensation will be included. This position will receive up to 20 days of vacation annually and one sick day per month based on date of hire, as well as major U.S. holidays. This role will also receive support for professional development opportunities.

Muso strives to create a flexible, supportive workplace. Our Bay Area office is currently closed for in-person work due to current regional COVID-19 case rates, but will re-open for optional in-person work in 2021 if and when we meet our safety criteria for re-opening. Beginning in 2022, this role will require in-person time in Muso's Bay Area office for a percentage of each week as long as we continue to meet our safety criteria. Proof of COVID-19 vaccination is required for in-person work. As the COVID-19 pandemic is dynamic, we will re-evaluate open office status each week initially to ensure that our safety criteria continue to be met.

Muso is an equal opportunity employer.

To Apply

To apply to the Grants Associate position, please submit a resume and cover letter to careers@musohealth.org with Grants Associate Application in the subject line. Only shortlisted candidates who submit both a resume and cover letter will be contacted. The application deadline is rolling, but interested applicants are strongly encouraged to apply as soon as possible.