



Job Description  
**Institutional Partnerships Manager, Côte d'Ivoire**

### **About Muso**

Muso 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. Muso 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. Muso now serves the governments of Mali and Cote d'Ivoire in their efforts to translate the results of this research into national policy and practice.

We provide proactive health care to 370,000 patients in peri-urban and rural Mali, and in 2022 are expanding our direct service to multiple districts in Côte d'Ivoire to ultimately reach an additional 250,000 patients. We 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 Muso 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. Learn more about our work at [www.musohealth.org](http://www.musohealth.org).

### **About the Position**

Muso is growing exponentially. We plan to grow our budget from \$13 million in 2021 to up to \$25 million per year by 2023 in order to support us to reach up to one million patients directly 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 partnerships, and build systems to manage and expand our current partnerships. To support our ambitious plans for health care delivery, research, and advocacy across the global community, Muso is seeking an Institutional Partnerships Manager, Côte d'Ivoire, to build relationships and advance institutional funding partnerships within the Ivorian landscape.

This position will lead identification, cultivation, and engagement opportunities for Muso with stakeholders with a presence in Côte d'Ivoire, primarily bilateral and multilateral organizations, but including foundations and corporate entities.

The Institutional Partnerships Manager will track, secure, and manage bi/multilateral funding, from identification to positioning to award. The ideal candidate is a collaborative, driven professional with an understanding of the bi/multilateral funding space and a passion for Muso's mission. Working closely with Muso's development team and in support to our Côte d'Ivoire operational team, the Institutional Partnerships

Manager, Côte d'Ivoire, will help craft and execute Muso's immediate and long-term partnership strategy to increase organizational sustainability and scale a model with the potential to save millions of lives.

**Location:** Abidjan, Côte d'Ivoire (in person when possible; telework supported and encouraged during COVID-19 pandemic)

**Department:** Development and Communications

**Reports to:** Senior Manager, Advocacy and Strategic Partnerships (SMASP)

## **Responsibilities**

The responsibilities of the Institutional Partnerships Manager include, but are not limited to:

### **Partnership Cultivation**

- Meet and build relationships with major health funders within Côte d'Ivoire, particularly multi- and bilateral institutions
- Lead in-country prospect identification and strategy, researching priorities, procedures, and opportunities for potential bilateral and multilateral funding partners
- Cultivate and strengthen relationships with a wide variety of partners including in-country and international donors, bilateral and multilateral agencies, in close coordination with other development team members, Technical Assistance Director, and Côte d'Ivoire Country Director
- Build relationships with primary recipients of bilateral and multilateral funding. Conduct strategic analysis to identify mission-aligned opportunities to apply as sub-recipient
- Collaborate with institutions-focused development colleagues to map partners, identify strategic funding opportunities via bilateral and multilateral agencies and guard against mission drift
- Attend conferences, networking meetings, and events to network with potential funding partners

### **Account Management**

- Steward funding relationships
- Identify, lead and support new proposal, budget, and concept paper opportunities
- Oversee documentation of strategic partnerships including the execution of subgrants, contracts, and Memoranda of Understanding (MOUs).
- Collaborate with Finance Department to ensure appropriate financial management of all grants and subgrants, including timely invoicing and receipt of funds
- Lead communications between US and Abidjan offices to gather and synthesize financial and narrative reports for streamlined donor and internal communication

### **Grant Reporting**

- Serve as writer, proposal coordinator, or other lead role on proposal teams. Develop well-crafted concept notes and proposals. Coordinate preparation of all supplementary information to ensure compliance with approved policies and procedures
- Gather detailed project information from program team on an ongoing basis in order to accurately report progress in the field
- Write narrative reports, and engage program staff to provide and assistance as necessary

### **Representation**

- Attend key events, conferences, and meetings as a representative of the organization with the primary intention of building partnerships and relationships with donors
- Host and coordinate, in partnership with Muso team, key donor site visits

- Strengthen internal communication by acting as liaison between US-based development colleagues and in-country teams

### **Required Skills & Experience**

- Commitment to social justice and global health equity
- Exceptional interpersonal and networking skills
- Proven track record of success with bi/multi-lateral funding
- Familiarity with bi/multi-lateral donor funding mechanisms, policies, and procedures
- French and English proficiency
- Willingness to travel
- Strong research, writing, and presentation skills
- Ability to manage multiple projects simultaneously in a deadline-driven environment
- Ability to work collaboratively across departments, cultures, and time zones

### *Not Required, But A Plus*

- Understanding of and experience working with global health issues
- Strong knowledge of budgeting, financial planning, and reporting processes
- Experience with grant writing
- Lived and/or professional experience in West Africa

### **Compensation and Benefits**

The salary range for this position is \$65,000 to \$73,000, depending on qualifications and experience. A competitive benefits package and health insurance will be provided.

Muso is an equal opportunity employer.

### **To Apply**

To apply, please submit a resume and cover letter to [careers@musohealth.org](mailto:careers@musohealth.org) with Institutional Partnerships Manager, Côte d'Ivoire in the subject line. Only shortlisted candidates will be contacted. The application deadline is rolling, but interested applicants are strongly encouraged to apply as soon as possible.