

**JOB DESCRIPTION**

**Position Title:** AssociateProgram Officer

**Department:** Type 1 Diabetes

**Reports To:** Program Officer

**FLSA Status:** Exempt

**Organization**

The Leona M. and Harry B. Helmsley Charitable Trust (“Helmsley”) aspires to improve lives by supporting exceptional efforts in the U.S. and around the world in health and select place-based initiatives. Helmsley strives to make a meaningful impact in its focus areas, matching its significant financial assets with a rigorous and results-oriented approach. Helmsley is committed to close and productive partnerships with its grantees, as well as with other funders and impact players in government, academia, and the private sector who share its interests and goals. We believe that geography should not dictate the quality of health care available to those who need it. Above all, Helmsley endeavors to be forward-thinking in every aspect of its work and will take risks that others cannot or will not take when the risk/reward trade-off warrants.

Since 2008, when Helmsley began its active grant making, it has committed more than $2.5 billion. For more information, please visit [www.helmsleytrust.org](http://www.helmsleytrust.org).

**The Type 1 Diabetes Program**

The Type 1 Diabetes (T1D) Program began grant making in 2009 and is committed to improving the lives of all people with type 1 diabetes by identifying interventions to prevent and delay the disease, and through investing in novel approaches to improving outcomes. We partner with key players across the T1D ecosystem – people with T1D, health care providers, researchers, caregivers, other funders, government agencies, pharmaceutical companies, device makers, insurers, and grassroots and community organizations – to accelerate the development of devices, therapies, and services that ease the burden of living with T1D globally. To date, the program, which has rapidly become the largest private foundation funder in T1D, has made close to 500 grants totaling more than $540 million. We are now increasing our efforts to ensure that proven treatments, management techniques, and therapies are available to all who need them wherever they live in the world.

**Position Summary**

Helmsley seeks an Associate Program Officer who will work closely with the T1D Program Officer within an evolving grant portfolio focusing on global access to T1D healthcare as well as access to insulin. While global health institutions and health ministries are increasingly paying attention to non-communicable diseases (NCDs), the focus tends to be on lifestyle NCDs that can be managed or even reversed through changes in diet and other habits. Helmsley seeks to ensure that T1D and other severe, life-threatening NCDs are included in policy and program decisions, and that the treatments needed to manage them are more widely and reliably available.

You are right for this role if you are passionate about global health, are familiar with effective advocacy and health system strengthening strategies, are flexible and open to learn from local experts located in multiple countries, think strategically, and are looking to contribute to implementing a new area of work within the Helmsley Charitable Trust.

You will be responsible for substantive programmatic support of the following: review and response to concept notes and proposals, due diligence tasks for potential grants, managing and writing grant recommendations, monitoring the progress of existing grantees, and research in support of new strategy development. You will help manage all administrative components of the grantmaking process, especially tasks associated with managing grant lifecycles, monitoring progress of grantees, tracking program budgets, ensuring accurate payment and accounting of grants, helping to plan and execute program-related meetings, and maintaining positive and proactive communication with grantees. Some travel, both domestic and international, is required for meetings with potential and current grantees, as well as to relevant conferences.

**Responsibilities**

* Collaborate with Program Officers in all aspects of developing and implementing the Program’s Global Access portfolio’s strategic plan.
* Assist Program Officers with the grants process, which includes sourcing potential projects, working with applicants to prepare proposals and budgets, and preparing analyses of projects for review by Program Officers, Program Director, and the Board of Trustees.
* Collaborate with grantees and internal departments to track grant progress, ensure timely reporting and payments, and serve as a point of contact internally and externally for grant-related issues.
* Develop effective relationships with key United Nations agencies including the World Health Organization (WHO), civil society organizations, private sector and academia to source prospective projects and initiatives.
* Research and report on selected areas of global health, NCD policy, and strategic interest to the Program.
* Organize, attend, and report on internal or grantee meetings, as well as attend relevant global health conferences.
* Administrative responsibilities related to the above and to other areas as needed.

**Qualifications**

* Experience working in the global health field (i.e. UN agencies, WHO, governments, World Bank, civil society organizations, private sector, academia) is a plus.
* Organized, detail-orientated, and strong project management skills.
* Exceptional writing capacity and oral presentation abilities.
* Master’s degree in public health, public policy, or related field preferred.
* Demonstrated ability to exercise independent judgment and initiative, prioritize and accurately complete multiple tasks in parallel, and to work under deadlines and changing priorities.
* Experience and desire to work in a team-oriented environment.
* Able to maintain confidentiality of information and conduct oneself in a diplomatic manner.
* Experience in type 1 diabetes or NCD policy and/or grantmaking preferred but not required.

**Application Process:**

This position is based at Helmsley’s main office in New York City. Please submit a cover letter and resume at [www.helmsleytrust.org/jobs-helmsley](http://www.helmsleytrust.org/jobs-helmsley). Only those selected for an interview will be contacted. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification document form upon hire. Helmsley does not provide visa sponsorship for employment.

**The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to bear exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**