Faculty Title: Research Associate
Role: Alliance for Healthier World Health Equity Research and Student Scholars Manager
Employee Group (Full-time/Part-time/Limited/Casual): Full-time
Location: East Baltimore Campus, Bloomberg School of Public Health, Department of International Health
Name and Title of Supervisor: David Peters, Academic Director of the Alliance for a Healthier World

Health Equity Grant and Scholars Manager

This position is part of the Alliance for a Healthier World (AHW), a University-wide initiative whose mission is to tackle global health inequities through multi-pronged, multi-disciplinary, and sustained strategies. As part of the Alliance’s core team, the AHW Health Equity Grants and Scholars Manager will oversee the management of two central AHW activities: Coordination and learning from the AHW grants portfolio; and The Global Health Equity Scholars program. The candidate will need to envision the “bigger picture” and translate that to actionable steps. The ideal candidate is passionate about community engagement and social justice, and the role that academic research plays in advancing equity. As a member of a small team working on ambitious goals, we seek a candidate who thrives in a fluid workplace, exhibits leadership, and is nimble and resourceful.

Specific duties and responsibilities may include but not be limited to:

Grants Management

- Develop and maintain regular monitoring and evaluation system for AHW’s grantmaking using Foundant, AHW’s grant management system. AHW has a current portfolio of 60 grantees and more funding rounds are planned for the next three years.
- Convene the Indicators Working Group of the Steering Committee to design and implement a thorough learning and evaluation plan for grants portfolio
- Design, administer, and analyze all data collection tools to assess awardee progress using Foundant. Conduct regular meetings with awardees. Prepare analytics reports and communicate key findings to Academic Director, AHW team, and other key constituents.
- In coordination with Academic Director and AHW Core Team, develop annual strategy for grants programs. Establish all requirements, evaluation, and deadlines for granting cycles.
- Recruit faculty and staff grant participants. Coordinate reviews of grants.
- Coordinate with Program Coordinator and AHW communications staff to ensure accurate and timely distribution of grants materials.
- Establish and maintain work plans and program calendars. Maintain Foundant database.

Global Health Equity Scholars

- Lead recruitment, review, and selection of student scholars from across JHU
- Develop all application materials and maintain Foundant database.
- Coordinate with Program Coordinator and AHW communications staff to ensure accurate and timely distribution of recruitment materials.
- Oversee hiring and work plan development with thematic leads.
- Develop curriculum materials and implement monthly teaching sessions with scholars.
• Conduct annual review of scholars’ activities and experience. Meet with thematic leaders to communicate key findings and revisions for future cohort.
• Supervise student interns assigned to At-Large/Communications unit.

**Operations and Thematic Support**
• Facilitate and assist in the development of concept ideas, notes, and proposals for philanthropic funders.
• Assist with thematic-focused event coordination and development, as needed.
• Travel to divisions to promote AHW’s work and to create and maintain relationships with divisional contacts

**Financial**
• Working with Academic Director, develop annual budgets for grants and scholars program
• Liaise with Program Coordinator and AHW Financial Manager to ensure distribution of all grants funds and student wages.

**Minimum qualifications (mandatory):**
• Master’s degree in public health, business, or associated field, or at least two years of work experience.
• Prior experience with monitoring and evaluation
• Ability to perform basic descriptive statistics and interpret data. Experience with online survey platforms. Experience with qualitative data coding and analysis.

**Preferred qualifications:**
• Prior experience working in low-resource settings strongly preferred.
• At least two years of work experience in public health, community health, education, or grants management.
• High attention to detail and organization.
• Experience in proposal writing
• Ability to work effectively in a fast-paced environment. Strong teamwork and delegation skills. Interest in working with both students and senior faculty.

**Special skills** (preferred): Experience with program management software and/or grants management software, statistical and/or qualitative research analysis software

To apply: Please send CV and Cover Letter to ahealthierworld@jh.edu. For any questions or more information, please contact Jessica Schmidt-Bonifant at jbonifant@jhu.edu.