

## **JOB ANNOUNCEMENT**

**Position: Program Officer, International Grants Program**

**Employer: Campaign for Tobacco-Free Kids**

**Department: International Programs**

**Supervisor: Program Manager, International Grants Program**

**Location: Washington DC**

### **PROGRAM OFFICER, INTERNATIONAL GRANTS PROGRAM**

#### **Summary of Position**

The Program Officer manages a grants portfolio funded through the International Grants

Program of the Campaign for Tobacco-Free Kids (TFK). The Program Officer's primary

function is to serve as the main point of contact for grantees to ensure that funded projects

effectively implement policy measures to reduce tobacco use. The Program

Officer, working

closely with other TFK staff and outside experts, will actively monitor and assist grantees to

achieve their project goals and organize technical assistance and training for grantees. The

Program Officer will also review, analyze, negotiate, monitor, and evaluate grant proposals,

plans, budgets and reports, and will also ensure and monitor grantee adherence to TFK grant

policies and practices. The Program Officer reports to the Program Manager, and works in

close cooperation with the Director of the International Grants Program.

#### **About the International Grants Program**

The International Grants Program of the Campaign for Tobacco-Free Kids (TFK) is an

important component of the Bloomberg Global Initiative to Reduce Tobacco Use (BGI). In

collaboration with other BGI partner organizations, the Grants Program provides funding to

governments and non-governmental organizations to implement effective policy measures to

reduce tobacco use. The International Grants Program resides within TFK's International

Resource Center, which works with grantees and others in promoting, adopting, and

implementing these measures.

#### **Major Duties**

□ Work closely with grantees, International Resource Center staff, and other partners to

effectively implement policy measures to reduce tobacco use.

- Monitor and assist grantees achieve their project goals through appropriate program design modifications.
- Identify and organize appropriate technical assistance and training for grantees.
- Review, analyze, monitor, and evaluate grant proposals, plans, budgets and reports.
- Review and negotiate grants.
- Assure compliance with TFK regulations and requirements.
- Provide ongoing grant monitoring for TFK and administrative/financial support to grantees to assure consistent progress, grant processing and reporting.
- Identify needs for midstream program adjustments to achieve desired results, and facilitate where necessary.
- Provide reports, responses to inquiries, and grant histories as requested.
- Develop and engage in outreach strategies to identify, foster and advance potential funding opportunities.

#### **Skills, Knowledge, Abilities**

- Ability to work independently.
- Attention to detail and good judgment
- Ability to work in a fast-paced, team-oriented environment, perform effectively under pressure, and to practice strong organizational skills when faced with multiple timesensitive priorities and deadlines.
- Excellent oral and written communication skills.
- Proficiency with Microsoft Word required.
- Knowledge of Microsoft Office Suite.
- Knowledge of database management or grants software (i.e., GIFTS) desired.
- Interest in progressive issues and commitment to public interest work.
- Sense of humor.
- Regular international travel required.
- Eligibility to work in the United States.

#### **Education and Experience**

- 3+ years related experience working as a program officer in a grantmaking organization OR working on public interest advocacy campaigns.
- International experience required.
- Experience in analytical, database and reporting skills.
- Degree required; an advanced degree in public health or health policy, and/or experience in public policy, administration or tobacco control are preferred but not essential.
- Knowledge of foreign language(s) a plus.

**Compensation: \$50,000 or higher depending on training and experience  
To Apply**

To apply for this position, please email a cover letter, including salary history, and attach

your resume to: [jobs@tobaccofreekids.org](mailto:jobs@tobaccofreekids.org) . Please reference the position code IGP-PO in the

subject line of your email. Resumes will be accepted until the position is filled.

The Campaign for Tobacco-Free Kids is an Equal Opportunity Employer and welcomes

applications from individuals who will contribute to its diversity.