



pink ribbon | red ribbon
A Global Partnership Fighting Women's Cancers

Program Manager, Pink Ribbon Red Ribbon

Pink Ribbon Red Ribbon®, a global partnership fighting women's cancer, affiliated with the George W. Bush Institute, leads coordinated action to save women and girls' lives from cancer where the need is greatest. By working with public- and private-sector organizations, Pink Ribbon Red Ribbon builds on the success and lessons of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and with the ongoing commitment of President George W. Bush and Mrs. Laura Bush, reaches communities to provide services for the prevention and treatment of women's cancers. Launched in September 2011, by the Bush Institute, the U.S. Government through PEPFAR, Susan G. Komen® and the Joint United Nations Programme on HIV/AIDS (UNAIDS), Pink Ribbon Red Ribbon now includes several partner organizations.

As a newly formed non-profit, since January 2016, several partners including the Bush Institute, National Breast Cancer Foundation, and Bristol-Myers Squibb Foundation have contributed support to ensure Pink Ribbon Red Ribbon's firm financial footing. With the monetary, in-kind and technical support of our partners, Pink Ribbon Red Ribbon leverages the engagement of national governments, non-governmental organizations, and key local leadership, to result in country-owned, sustainable programs that allow women and girls to access the care they need to thrive. Pink Ribbon Red Ribbon currently supports efforts to combat cervical and/or breast cancer in the Republics of Botswana, Namibia and Zambia; the United Republic of Tanzania; and the Federal Democratic Republic of Ethiopia.

The long-term goals of the program in Africa are to:

- Reduce deaths from cervical cancer and breast cancer by promoting early detection and early treatment;
- Increase access to HPV vaccination;
- Raise awareness of breast and cervical cancer prevention, screening, and treatment, and reduce stigma; and
- Create innovative cancer control models that can be scaled up and used globally.



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Position

A PRRR Program Manager is responsible for managing a range of activities including designing breast and cervical cancer program strategies; establishing and maintaining strategic contacts within partner organizations and Ministries of Health, Education and Finance; providing grants management and overseeing the implementation of programs by PRRR partners; and managing the monitoring and evaluation of PRRR-supported programs. Program Managers serve as the primary point of contact for all PRRR partners on the ground. Program Managers are responsible for PRRR's monthly, quarterly and annual reporting to partners. Program Managers coordinate and refine monitoring and evaluation plans and practices with each PRRR partner and in-country teams. The position is based in Washington, DC, with approximately 25% international travel.

Responsibilities

Responsibilities include but are not limited to the following:

- Design, develop and implement projects in collaboration with PRRR partner organizations;
- Build and maintain relationships with the diplomatic and donor communities, PRRR partners, policy-makers, relevant non-governmental organizations, governmental offices, and funders in the United States and partner countries in Africa;
- Serve as the "desk officer" for grant and program management, compliance and reporting;
- Co-develop short-range, long-range and annual plans for partner countries;
- Work with in-country staff of PRRR partners to identify strategy and potential areas of focus, including potential donors/sources of funding;
- Manage a deadline-driven calendar of activities;
- Design, draft and edit reports, proposals and budgets;
- Collaborate with partner's field staff, assist in the efficient and quality implementation of program activities by serving as a facilitator and problem-solver;
- Conduct research related to projects and proposals;
- Monitor political and health-related developments in the assigned program portfolio;
- Serve on breast and cervical cancer working groups, and support the working group's chairs to coordinate activities;



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- Write and edit letters of intent, proposals and grant reports that inspire donors and prospects about the vision, mission, strategic priorities and programs of PRRR.
- Participate in strategic-planning processes to position PRRR for success in securing grants and gifts and increased global visibility;
- Work directly with the CEO on strategic initiatives and research projects as assigned; and
- Work collaboratively with team members across the organization and all partner organizations to support a positive and productive work environment, consistent with PRRRs' and partner's values and mission.

Qualifications

- Master's degree in public health, development or related topic required
- 3-5 years' professional experience in international development and project management required
- Experience working on public health and development in Sub-Saharan Africa required
- Experience working with public-private and/or multi-stakeholder/multilateral partnerships and/or corporate social responsibility
- Demonstrated ability to effectively direct complex negotiations with bilateral and/or multilateral government agencies, other donors or relevant audiences
- Ability to work independently and as a member of a team to coordinate and lead the efforts of other professionals to effectively meet program needs
- Experience identifying and analyzing complex programs and developing creative solutions
- Strong written and oral communication and presentation skills and experience presenting to high-level stakeholders including top government officials, boards of directors, and organization executives
- Fluency in French, Portuguese, or Spanish
- Experience with Federal and private grants and program management and budget management required
- Ability to travel internationally up to 25% of the time
- Ability to organize/prioritize work and meet deadlines within a fast-paced environment, and with multiple, competing demands
- Demonstrated professionalism, diplomacy and tact in working with diverse stakeholders and high-level individuals
- A make-it-happen spirit, and a collaborative style
- Flexibility and a sense of humor



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To Apply

Please complete an employment application ([click here to download](#)) and submit it along with a cover letter and CV, with “program manager” in the subject line, to info@pinkribbonredribbon.org

Pink Ribbon Red Ribbon is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.