



GlobeMed

Developing 21st Century Leaders for Global Health

Title: 2017 - 2018 Administrative & Research Fellow

Reports To: Executive Director

Location: Evanston, IL (near the campus of Northwestern University)

WHO WE ARE

GlobeMed envisions a world in which every human has the opportunity to live a healthy life. To act on this vision, GlobeMed advances the movement for global health equity by empowering students and communities to work together to improve the health of people living in poverty.

GlobeMed was founded ten years ago by a group of students who sought to challenge the status quo. Frustrated by the global engagement options offered on their campuses, they created a new model to partner with grassroots leaders who are already working to unleash the potential of their own communities. In the past decade GlobeMed students have invested nearly \$3 million in local health initiatives across 19 countries while challenging mainstream perceptions of young people's capabilities.

Today, GlobeMed harnesses the passion and curiosity of university students by engaging them in a transformative learning process to build the confidence, courage and long-term commitment needed to become leaders for health equity. GlobeMed maintains 59 university chapters, each of which partners with one grassroots partner in Africa, Asia and the Americas. These partnerships take learning into the communities around the world to help undergraduate students develop essential skills and perspectives needed to advance the movement for global health equity.

GlobeMed's core programs create a community of peers deeply ensconced in the conversation surrounding health equity and social justice. These programs include:

- **globalhealthU:** Signature global health and leadership curriculum
- **Leadership Institute:** Annual training event for chapter leadership
- **Summit:** Annual network-wide global health conference
- **Grassroots On-Site Work (GROW):** International internship program
- **GROW Institute:** Comprehensive in-person pre-departure training for GROW
- **Partner Forum:** Regional gathering of grassroots partners

Learn more in our [10th Year Impact Report](#).

OUR VALUES

GlobeMed's Global Headquarters team members are committed to building a world where every person has the opportunity to thrive no matter where they are born. We believe that advancing global health equity requires an on-going commitment to anti-oppression, inclusion, racial equity, and social justice. We seek to embody the 21st century leadership practices that inform our organizational programs and culture:

1. **Dig deep:** To cultivate wisdom, we approach ourselves, our communities, and the world with openness and curiosity.
2. **See possibility:** In all people and situations, we see the ability to learn, connect, and contribute to positive change.
3. **Grow together:** We accompany each other, cultivating an inclusive global community that inspires, challenges, and sustains us.
4. **Be brave:** We put mission in front of ego and fear, doing what it takes to make the change the world needs.
5. **Follow through:** We keep our promises and act with the highest levels of integrity and accountability.
6. **Stay authentic:** We let ourselves be known, remaining grounded and humble even as we aim for the boldest vision.

POSITION DESCRIPTION

The **Administrative and Research Fellow** will provide essential support to the Executive Director in two areas - fundraising research and administrative management - that help advance GlobeMed financially and operationally.

RESPONSIBILITIES

- **Fundraising Research and Strategy (50%)**
 - Conduct prospect research on donors (individual and institutional) and synthesize research into briefs for Executive Director that include: donor contact info, funding priorities, funding cycle, alignment with GlobeMed mission and vision, etc, overlap with GlobeMed board/staff contacts
 - Ensure all donor and prospective donor information is kept up to date in Salesforce database
 - Enter prospective donors in "fundraising metrix" to determine donor fit, relevance to GlobeMed, and to help determine priority. Support the editing and development of proposals and concept notes
 - Assist in ongoing management of annual fundraising calendar and cycle
- **Administrative Support for ED (50%)**
 - Assist with development and management of organization-wide work-flow calendar on monthly, quarterly and annual basis; ensure team continually updates calendar and manages deadlines appropriately
 - Assist with the organization-wide work-flow calendar migration into Salesforce
 - Support all aspects of the Executive Director's logistics, including (but not limited to):
 - Booking travel
 - Scheduling and preparing for meetings
 - Documenting and organizing notes
 - Taking and fielding logistical or informational calls
 - Additional duties as assigned

ACADEMIC PROGRAMS

Applicants for this position should be pursuing degrees in business, English, communications, global health, or other related fields.

EXPECTATIONS

- Full school year commitment (October 2016 - June 2017)
- Minimum of 15 hours spent at GlobeMed Global Headquarters office per week
- Strong organizational and analytical skills
- Proficient with Excel and Google Apps (Gmail, Drive, Calendar)
- <48 hour response rates to all emails
- Self-starting and independent with high attention to detail
- Positive, enthusiastic communicator with ability to listen deeply and navigate between big-picture thinking and tactical, skillful action
- Commitment to GlobeMed mission and vision

BENEFITS

- Engagement in a strong community of passionate change-makers
- Experience with non-profit operations and management
- Creative input and hands-on experience to work directly with Executive Director
- Experience building development strategy and fundraising research, cultivation and outreach skills

HOW TO APPLY

If you have some or a majority of these skills, please send your resume and cover letter to jobs@globemed.org Please include "Admin and Research Fellow – Your Full Name" in the subject line. Priority applications will be accepted through August 14, 2017 and regular applications will be accepted through August 25, 2017. Interviews will be offered on a rolling basis until the position is filled. No phone calls, please.

GlobeMed provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability or genetics. As an equal opportunity employer committed to inclusive hiring practices, we encourage applicants of backgrounds and skill sets that are underrepresented in global health.