



Job Title	Program Manager
Work Location	Utrecht, The Netherlands

Organization and Overall Purpose

The Access to Nutrition Initiative is an independent, not-for-profit organization based in the Netherlands. We publish consistent, standardized analysis and commentary on food and beverage manufacturers' efforts to improve consumers' access to nutritious foods and beverages, both globally and in Spotlight countries.

Every country in the world is affected by malnutrition with 88% of countries facing overlapping burdens. Globally one in three people are either undernourished, overweight or obese. Over the last 35 years obesity has more than doubled and has now reached epidemic proportions. Over the next 10 years, undernutrition is also set to continue to increase in some countries.

Our vision is a world where:

- No one goes to bed hungry.
- Everyone eats a healthy, affordable diet that has the nutrients they need to grow and develop fully.
- Deaths and illnesses from diets low in essential vitamins and minerals are confined to history.
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Our aim is to drive change by tracking and driving the food industry's attempts to tackle obesity, diet-related chronic diseases and undernutrition at the local and global levels. We design and deliver a range of private sector accountability tools, using our own research, experience and the knowledge of our growing global stakeholder network. Every action we take is intended to encourage businesses to do more to achieve good health through improved diets and nutrition. We pride ourselves on being innovative and collaborative and are increasingly working on new accountability tools and embarking on other bespoke research, establishing new partnerships with investors, not-for-profits and foundations. For more information on ATNI, please visit our website www.accesstonutrition.org.

The Role

The Program Manager will be part of a small but growing team of 14 current staff members based in Utrecht, The Netherlands. This position will require excellent facilitation, networking, and communication skills, and a diplomatic approach. Experience with multi-stakeholder processes in profit as well as non-profit spheres are a pre-requisite. Moreover, a proven interest in and understanding of nutrition, health and/or sustainable business is important.

The Program Manager will play a central role in a dynamic young organization and will have the ability to help shape the expansion of the organization. This is a unique opportunity to have a substantial positive impact on improving global health by helping to fundamentally shape the nutrition standards and practices of the largest food and beverage manufacturers globally.

Tasks and responsibilities

Relationship building and stakeholder management

- Manage ongoing relationships with key stakeholders, including companies, academia, investors, media and civil society.
- Set up and facilitate stakeholder consultation processes, including with the Expert Group (EG), investors, food and beverage companies, the nutrition community, and a global stakeholder network.

Management and communication

- Monitor and guide our external Communications Agencies in the development and implementation of media outreach strategies for communicating on Index Reports (Global and in-country Index reports) and new monitoring tools and in formulating outcomes and messages.
- Share Index results with stakeholders through company meetings, round table discussions, conferences.
- Prepare reports and background papers on ATNI and its activities for ATNF's donors, Board members, and Expert Group members as requested.
- Coach an intern and (future) staff members.

Project management

- Administer competitive bidding processes to hire firms/consultants as needed to carry out key project tasks (e.g., research, communications).
- Manage the output of consultants and contractors.
- Draft inputs for grant proposals to secure funding for the ongoing operations of ATNI.
- Support regular reporting on the ATNI projects for funders

Research

- Support the writing of public Index reports that detail the research findings and rankings by company, and draft other written documentation that may be required for the Global Index, other country-level Indexes and projects developing new monitoring tools and their public launch.
- Conduct quality assurance on research conducted for the Indexes prior to their launch.
- Prepare and participate in company engagement meetings.

Job requirements

Experience

- 6 to 10 years of experience in managing projects with an international scope, preferably with a mix of public and private sector working experience, and including experience working in an international environment.
- Outstanding track record of achievement and of delivering results at a high level, preferably in a research, industry, international organization or management consultancy environment.
- Demonstrated success in cultivating and sustaining relationships and networks across diverse constituencies and cultures, preferably with experience in supporting or administering multi-stakeholder consultative processes.
- Broad-ranging business development skills and proven commercial judgment.
- Knowledge of and experience with nutrition and the food and beverage industry would be highly desirable.

Education

- Masters degree from a leading university (MBA, MPA, MPH, or similar degrees).

Competencies:

- Highly developed project management skills and close attention to detail.
- Exceptional writing skills (ability to write clearly, concisely, and quickly in fluent English is absolutely essential).
- Excellent communication and stakeholder management skills.
- Hands-on, positive approach to work.
- Ability to produce professional presentations under short deadlines.
- Proven ability to work effectively in a team environment.
- Strategic planning and analytical abilities.
- Leadership skills to take forward new concepts and overcome obstacles to implementation.
- Strong drive, determination, and motivation.



Special Requirements:

- Willingness to travel globally up to 20% of the year.
- Existing necessary permits and approvals to work in the EU.

Languages:

Perfect command of written and spoken English, French or other UN languages are an added benefit.

Application process:	<ul style="list-style-type: none">• Closing date for applications: Please submit your application as soon as possible (before July 31, 2020).• For inquiries please call Fiona Kirk (+31 621 93 92 72) or Aline Kwizera (030-4100916) on Wednesday, July 15 between 11:00-12:30 and Tuesday, July 28 between 11:00-12:30.• How to apply: Send a cover letter and 2-page CV to (info@accesstonutrition.org) along with a sample of your writing, e.g. a 500-word article.• First interviews will be conducted over Skype. Second interviews for shortlisted candidates will be conducted in person.
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