

## Helen Keller JOB ANNOUNCEMENT

### **Manager, Technical Knowledge Management and Donor Outreach**

*(Flexible location where Helen Keller has a presence in Asia:  
Cambodia; Bangladesh; Nepal; or Philippines.)*

Helen Keller International is a global health organization dedicated to eliminating preventable vision loss, malnutrition, and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

Helen Keller is seeking a Manager to partner with senior leadership to execute knowledge management and donor outreach initiatives and develop products that contribute to Helen Keller’s knowledge management agenda, support country teams to increase visibility of its achievements, and support business development unit to increase competitiveness of our proposals with public and private donors.

This will be a local hire position based in one of Helen Keller’s Asia country offices—Cambodia, Nepal, Bangladesh, or the Philippines. Compensation and benefits will be tied to the local salary scale and local terms and conditions, while also recognizing the scope of responsibility of this position.

### **Scope of Work**

The Manager is focused on both the development of knowledge products such as technical research, primers, and capability statements for use on Helen Keller projects and proposals. The Manager will also mentor country project teams to amplify the visibility of project achievements through social media, digital platforms, and printed communications. The position establishes and maintains connections with relevant partners and industry experts, improves knowledge sharing and thought leadership to deliver technical solutions, and coaches field staff in increasing visibility through social media and engaging donor audiences.

Candidates with strong writing skills and familiarity in one or more of the following areas are encouraged to apply: Health Systems, Food Systems, Nutrition-Sensitive Agriculture, Nutrition Epidemiology, Market-based and Market-linked Nutrition, Food and Nutrition Security, and/or Resilience.

### **Functional Relationships**

As a member of the global program team, with a focus on supporting country offices in Asia, the Manager reports to the Technical Advisor & Technical Support Coordinator (Asia). S/he will work closely with all relevant members of the country teams supporting projects, as well as with global program colleagues and colleagues in External Relations and Business Development, establishing professional connections across the organization to facilitate the flow of technical information.

Currently this position has no supervisory role, but the position may co-supervise relevant country office staff as needed. Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

## **Specific Responsibilities**

- Serve as the primary writer for knowledge products that promote Helen Keller's approaches and results, expands Helen Keller's relationships with clients and/or other development partners and country stakeholders (i.e. technical briefs, project briefs, institutional capability statements, impact reports, institutional PowerPoints, blogs, etc).
- Work with global and country teams to:
  - continually improve technical knowledge management—managing an online platform for project deliverables and technical knowledge products, and ensuring country teams are equipped to document and share lessons learned and upload key project deliverables, quarterly reports, final reports, evaluations, data sets, etc.
  - identify and curate technical website content, as needed.
  - implement effective knowledge sharing events.
- Foster and support initiatives and activities with other technical practices at Helen Keller, to highlight or develop broad organizational capability in cross-sectoral approaches.
- Work with global Communications & Marketing team to curate donor-facing products and marketing material.
- Work with global Monitoring & Evaluation team to document and file annual country office achievement indicators by technical sector.
- Up to 20% travel once conditions permit.

## **Qualifications**

- Seeking an exceptional English writer/editor with a solid understanding of public health and experience mobilizing resources for non-profit organizations with the following desired experience and expertise:
  - Minimum 6-8 years' experience supporting business development, communications or program design for a nonprofit; and a Master of Public Health or other relevant postgraduate degree, or equivalent combination of education and experience.
  - Proven track record coordinating and contributing to successful knowledge products and proposal writing efforts.
- Solid knowledge of international development industry trends in Health Systems, Food Systems, Nutrition-Sensitive Agriculture, Nutrition Epidemiology, Market-based and Market-linked Nutrition, Food and Nutrition Security, and/or Resilience.
- Oral and written proficiency in English is required, including strong verbal and written communication skills; ability to effectively lead meetings, give presentations, and network within the sector.
- Strong analytical skills, demonstrated networking skills, and ability to take initiative
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, to negotiate effectively with internal and external colleagues.
- Ability to work effectively both independently and as part of a team
- Ability to perform duties that require very close attention to detail and synthesize large amounts of information effectively.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability and willingness to work under pressure with a positive attitude, as a part of a global team. Collaborative, flexible and solution-oriented.

- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Demonstrated ability to effectively coach and mentor staff.
- Demonstrated knowledge of the application of information technology to this type of work including Microsoft Office Suite or equivalent.
- Commitment to Helen Keller Intl's work and mission.
- Ability and willingness to flex work hours to accommodate multiple time zones, and to travel up to 20% when conditions permit.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org)  
Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*All qualified applicants will receive consideration for employment without regard to race, color, caste, religion, sex, national or ethnic origin, age, sexual orientation, gender identity or disability.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*