

**Duke University Job Description:**

**PROGRAM LEAD, SAVING LIVES AT BIRTH; DUKE GLOBAL HEALTH INNOVATION CENTER**

**Job Title:** PROGRAM LEAD, SAVING LIVES AT BIRTH **Job Code:** 1493  
(Administrative Manager)

**FLSA:** E

**Job Level:** 14

**Revised Date:** 11/4/2017

**Job Family:** JF 28

**Summary**

The Duke Global Health Innovation Center (GHIC), housed within the Duke Global Health Institute (DGHI), studies and supports the scaling and adaptation of innovations and related policy reforms to address critical health challenges worldwide. It helps integrate complementary efforts across DGHI, Duke-Margolis Center for Health Policy and Duke Health, developing an academic home for faculty, staff, trainees and students working on health/healthcare innovation and policy issues globally. The GHIC is also affiliated with Innovations in Healthcare (IiH), a US non-profit organization co-founded by Duke University, McKinsey & Company, and the World Economic Forum, which is hosted at Duke. It aims to improve healthcare and advance health worldwide by sourcing, strengthening, scaling, and studying the best healthcare innovations globally.

The GHIC anticipates an award from USAID to support the Saving Lives at Birth (SL@B) program, which is a partnership across USAID, NORAD, The Bill and Melinda Gates Foundation, Grand Challenges Canada, UKAID, and KOICA. The Saving Lives at Birth program seeks to improve maternal and child health by supporting the development and transition-to-scale of groundbreaking innovations in low and middle-income countries that accelerate substantial and sustainable progress against maternal and newborn deaths and in the prevention of stillbirths. Saving Lives at Birth seeks innovative solutions that are affordable, accessible, sustainable and of high quality across three focus areas: science and technology, service delivery, and demand creation. The GHIC anticipates responsibilities for two programs: Accelerating SL@B, to develop and implement an accelerator program for select SL@B grantees globally; and Evaluating SL@B, to develop and implement portfolio and grantee level performance and impact.

GHIC seeks a full-time, dedicated Program Lead for the Accelerating SL@B and Evaluating SL@B programs. The Program Lead will manage the successful design and implementation of a learning global health accelerator to support Saving Lives at Birth grantees, including the development of innovator support tools specifically tailored for social entrepreneurs in health. He/she will also manage the successful design and implementation of portfolio review, retrospective evaluation, and prospective evaluation of the SL@B program, working closely with the DGHI Evidence Lab and other collaborators.

The Program Lead will also be responsible for engaging with and delivering value to multiple stakeholder groups – a diverse and geographical-dispersed program team, including other GHIC, IiH, and DGHI team

members and external collaborators and subcontractors, multiple high – profile program funders, SL@B grantees, and GHIC leadership. This individual will work closely with and primarily report into the Executive Director as well as collaborating and working closely with other Project Leads in GHIC and liH.

### **Work Performed**

- Develop and manage Accelerating SL@B and Evaluating SL@B programs
- Design and manage implementation of capacity building to past, present and future SL@B grantees – specifically develop and oversee the execution of SL@B grantee programming including regional and local events, virtual workshops, toolkit development, and custom projects
- Manage and lead a large, geographically-dispersed program team, including other GHIC and liH team members and external subcontractors, including developing and implementing processes to ensure the delivery of consistent, timely and quality deliverables and the systematic tracking of data for use in SL@B and GHIC reporting
- Develop relationships with stakeholders both internally and externally
- Represent GHIC/liH at SL@B conferences and events
- Develop insights from capacity building work with innovators to inform knowledge products for SL@B, GHIC, and liH
- Oversee student engagement in business support projects with innovators in collaboration with colleagues
- Supervise and coordinate work of designated project team members
- Manage sponsor (USAID) reporting requirements, including development and refinement of annual work plans, annual reports, ad hoc requests, and other reporting requirements
- Manage internal Duke program and budget management processes for Accelerating SL@B and Evaluating SL@B programs
- Provide additional ad-hoc project management support as required by Executive Director
- Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

### **Required Qualifications at this Level**

Education/Training: Work requires a general business back ground generally equivalent to a bachelor's degree in a business related field. Masters in relevant field is strongly preferred.

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Experience:

Work requires 4 years related business or administrative experience to acquire competence in applying general personnel practices, accounting and budgeting principles and coordination of major administrative functions.

A Master's degree in a business related field may be substituted for 2 years experience.

OR ANY OTHER EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE Ideally four+ years of experience in project management with a good track record of managing large and loosely scoped projects and being able to deliver strong results. Global health experience preferred but not required. Experience managing USAID projects/programs strongly preferred.

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Skills:

Willingness to travel domestically and internationally (including Africa, Asia, and Latin America) on short assignments (up to 2 weeks) is required. Up to 25% of time traveling.