



About the Micronutrient Forum

Micronutrients (vitamins and minerals) are essential for health yet, it is estimated that almost 2 billion people globally suffer from micronutrient malnutrition, with consequences including impaired growth and cognitive development in children, compromised immune function, and birth defects.

The Micronutrient Forum (MNF) is an international expert organisation that serves as a global convener and knowledge broker for sharing expertise, insights and experience relevant to micronutrients in all aspects of health promotion and disease prevention, with special emphasis on the integration with relevant sectors. Our primary objective is to promote dialogue and collective action on vitamins, minerals, and other nutrients across multiple sectors by bridging nutrition science, policy, programs, and responsible business practices for health and well-being.

We achieve our mission through:

- **Collaboration.** The MNF convenes experts to foster multi-sectoral (e.g., among researchers, program implementers, donors, the private sector, and policymakers) and cross-discipline engagement and collaboration on diverse topics related to micronutrient nutrition, including a biennial global conference that brings together over 1000 experts, practitioners, donors, and policy-makers from around the globe,
- **Evidence.** The MNF engages leading experts in micronutrient nutrition and related sectors to synthesize and interpret evidence-based knowledge along the continuum from basic science through implementation, and disseminates findings to stakeholders through publications, webinars, and other digital platforms, and
- **Action through Advocacy.** The MNF mobilizes stakeholders situated globally to accelerate effective and impactful micronutrient policies and programs through awareness raising, advocacy and consensus-building around important micronutrient nutrition topics.

The MNF began its mandate almost 2 decades ago as an independent (an unincorporated) consultative group led by individuals dedicated to advancing evidence, policy and programs to reduce micronutrient malnutrition globally. Over the years the MNF has been financially supported by a variety of bilateral, non-profit organizations, foundation and other donors, and has been hosted as an independent program within international organizations. Building on this legacy and continuing and expanding its mandate, the MNF commenced operations in late 2018 as a (501(c) 3) non-profit organization incorporated in Washington, D.C. The MNF currently operates to achieve its mission with a limited number of full-time hires (a combination of employees, consultants and independent contractors) guided by a President and an active and distinguished Board of Directors and Scientific Advisory Council.

The MNF now seeks an entrepreneurial Chief Operating Officer (COO) to assist the organization to shape and grow its business operations consistent with its mission and reputation.

Job Summary

The Chief Operating Officer (COO) will be responsible for day to day management and operation, reporting directly to the President. The COO is positioned as the back-up of the MNF's President and complements the President, serves as officer of the corporation as COO, and provides leadership, management skills and vision to a growing organization.

The COO will:

- Build the organization's structure and business model in its ongoing transition from a highly successful initiative to a thriving Independent organization;
- Seamlessly integrate and synchronize activities across the MNF as the organization expands in size and scope to fulfill its mission.
- Lead In program management, budgeting and contract management,
- Support and complement the President in program Development and resource mobilization
- Support the Director of Communications and Marketing in visibility and diverse communication-related activities

The COO has both internally and externally facing responsibilities. The initial priority areas of the COO are to: i) ensure effective acquisition, maintenance and performance of high-level employees and consulting staff needed to meet the operational needs of the organization, ii) help support resource mobilization needed to grow the organization and ensure its financial strength and operating efficiency, and ii) oversee management of MNF's program activities.

Reporting Relationships

The COO reports directly to the President with dotted line reporting responsibilities to the Board of Directors. The COO is expected to be a regular invitee to meetings of the Board of Directors and may be asked to attend meetings of the Executive Committee of the Board.

Qualifications and Requirements

- Master's in Business Administration, Public Administration, or other relevant field.
- 10+ years of experience in senior/executive operations management role preferably in non-profit health or nutrition-related sectors,
- Work in settings with highly skilled technical professionals providing specialized technical services to clients and stakeholders an advantage.
- Demonstrated experience and understanding of financial and other reporting requirements for US-based non-governmental organizations (501 (c) 3) non-negotiable
- Highly organized, exceptional communication skills and collaborative work style.
- Experience in relationship management (e.g., engagements with governments, corporations and high visibility foundations) an advantage
- Fluency in both written and spoken English (U.S. State Department equivalent of 4S, 4R, and 4W)
- Preference for individual with fluency in a second language after English.
- Preference for individual with substantial experience working in low- and middle-income countries

Salary, Benefits, and Location

- Competitive salary package based upon experience and qualifications.
- MNF will work with the successful candidate to design a targeted comprehensive benefits program. Pending sufficient internal staff growth, a benefits program will be paid in cash adjusted to pre-tax dollars.
- The MNF currently maintains a nominal headquarters office in Washington, D.C, but position is designed to be remote
- May be situated anywhere with high quality internet access; Other MNF staff are located in various countries; thus willingness to work across time zones essential.

The Micronutrient Forum is an equal opportunity employer and is committed to foster and celebrate diversity and inclusion in our organisation. All qualified applications will receive consideration for employment without regard to race, age, gender identity, sexual orientation, color, religion, sex, marital status, national origin, ethnicity, political beliefs, disability status, or any other status protected by U.S. federal, state, or local law.

How To Apply

Please provide a resume or CV and a cover letter detailing your professional background and why you believe this role will be a fit with your professional experience. Please send a cv or resume and a cover letter via email to: hr@micronutrientforum.org

Additional information about the Micronutrient Forum can be found [here](#).