



**ELTON JOHN
AIDS FOUNDATION**

SENIOR MANAGER, LEARNING, KNOWLEDGE AND IMPACT

At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we have worked to overcome the stigma, discrimination and neglect that keeps us from ending AIDS, fighting alongside communities to ensure that their human rights are fulfilled and that countries equitably invest in their health. EJAF works with a range of supporters and partners to achieve the systemic cultural, social, and political changes that are essential to ensuring an AIDS-free future.

The Foundation currently works in 23 countries, supported by a staff of 30 passionate and dedicated professionals. We are seeking an individual to capture and communicate our strategic learning and impact, and who shares our passion for the important, life changing work that we do.

Qualified individuals are invited to apply for the role by sending a cover letter and curriculum vitae/resume by email to the Foundation's Chief Programme and Impact Officer, Anne Scott: anne.scott@eltonjohnaidsfoundation.org

ROLE PURPOSE

In 2020, we embarked on an exciting new strategic plan. By the end of 2025, we want to ensure that HIV transmission is increasingly rare and that people at risk for or living with HIV experience compassion and care. By allowing people to legally love whom they choose; ensuring they have access to safe, non-judgmental health services, and are funded and empowered to exercise their fundamental human rights we believe we can change the trajectory of HIV for LGBT people, young people and people who use drugs. We work in countries where we can make a difference within Eastern Europe and Central Asia, Africa, Asia, and the United States.

The purpose of this role is to support the collection and use of data and information to measure, evaluate and communicate our progress and impact achieved through strategy and programme implementation. Working closely and collaboratively with grants team colleagues, the individual will lead in applying our framework for measuring strategy outcomes. Three monitoring, evaluation and learning professionals report to the Senior Manager. The role will contribute to EJAF's organizational learning and will inform the way EJAF works with external partners to achieve change. Given that we are nearing the end of our current strategy period, a major focus will be on capturing and communicating to key audiences the impact we have achieved since 2020, and what learning and knowledge can be applied going forward. This is an exciting



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opportunity to join an effective, highly innovative organization whose vision is making the future AIDS free.

KEY RESPONSIBILITIES AND DELIVERABLES

- Capture and communicate, verbally and in writing, the impact achieved through strategy execution, what this means for wider HIV and health responses, and why it is significant.
- Drive adaptive learning across grant portfolios to enhance strategic impact.
- Engage with key stakeholders from diverse backgrounds to connect them to the Foundation's work and accomplishments.
- Lead and ensure the quality of all monitoring, evaluation, knowledge management, and learning aspects of EJAF activities.
- Oversee the collecting, reporting, and analysis of data and information at the strategy and programme levels.
- Ensure timely and complete reporting to funding partners in accordance with approved reporting formats.
- Prepare high-quality, written work products, including impact reports, annual reports and other.
- Support knowledge generation, learning, and continuous improvement across the Foundation.
- Manage the MEL team members within the grants team.
- Provide insights to the grants team and wider EJAF team in relation to lessons learned, theory of change, the development of potential, future programs.
- Support EJAF fundraising and communications through the provision of rigorous yet accessible content.
- Ad-hoc activities to support the Chief Programme and Impact Officer.

REPORTING STRUCTURE AND WORK EXPECTATIONS

The Senior Manager reports to the Foundation's Chief Programme and Impact Officer and is part of EJAF's 9-person grants team, comprised of other Portfolio Leads, as well as Programme Managers and MEL Managers. The role requires frequent working with all other Foundation teams, including the CEO's office, Communications, Finance, and Fundraising. We value teamwork in a fast-paced work environment.

EJAF currently has 30 staff members, most of whom are based in our offices in New York City, USA and in London, UK. The successful candidate can be based in either location, or in another



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location with prior approval by the Foundation. Currently, EJAF staff not approved to work remotely full-time are expected to be in the office two days a week.

Given that the Portfolio Lead will be overseeing a global portfolio of grant-funded projects and partnerships, up to 20% time travelling can be anticipated, and the successful candidate will be able and willing to travel frequently to locations across Asia, Africa, Europe, and North America.

QUALIFICATIONS

Essential

- Minimum of ten years professional experience in monitoring and evaluation in the context of programme management and implementation, responsible for implementing activities of international organizations.
- Excellent oral and written communication skills, demonstrating an ability to effectively synthesize impact and knowledge and effectively convey it to different audiences, from the highly technical to the lay person.
- Conversant in research and evaluation methodologies, and data analysis and interpretation.
- Bachelor's or Master's degree in a related field or commensurate professional experience related to research, implementation science, monitoring, evaluation and/or adaptive learning.
- English fluency.

Desirable

- Experience of monitoring, evaluation and evidence analysis gained in a global health setting.
- Experience of programme design, implementation, and management.
- Strong organizational skills, attention to detail and ability to approach situations methodically.
- Knowledge of and experience with using databases used to monitor, aggregate, compare and display information in a dynamic and iterative way.
- Ability to collaborate with different size and types of organizations.
- A strong blend of private sector management, international development experience, non-profit experience.
- Active listening skills including the ability to receive, integrate and translate ideas and suggestions from others.



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PERSON SPECIFICATION

- Curious
- Rigorous
- Challenging
- Self-Starter

APPLY

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