



Global Development and Population Fellow

## Description

As the next Fellow at the Hewlett Foundation for the Global Development and Population program, you will be a part of two teams working on Evidence-Informed Policy and Transparency, Participation & Accountability. This role is a growth opportunity for a development professional looking to develop in your career and support research and civil society efforts to improve governments' effectiveness in Africa. You are a creative self-starter with some experience in transparency and accountability and a strong interest in supporting grantmaking in East and West Africa.

## About The William and Flora Hewlett Foundation

The William and Flora Hewlett Foundation is a nonpartisan, private charitable foundation that advances ideas and supports institutions to promote a better world. For more than 50 years, it has supported efforts to advance education for all, preserve the environment, improve lives and livelihoods in developing countries, promote women's health and economic well-being, support vibrant performing arts, and strengthen Bay Area communities. In addition, we also make grants for special projects and to address other timely problems, such as challenges related to cybersecurity. Our newest program focuses on strengthening U.S. democracy. In 2020, the foundation announced a new grantmaking commitment focused on racial justice. The Hewlett Foundation's assets are more than \$10 billion, with annual awards of grants totaling more than \$450 million. More information about the Hewlett Foundation is available at [www.hewlett.org](http://www.hewlett.org).

## About the Global Development and Population Program

The Global Development and Population Program makes grants to improve the well-being of people. While most of the program's work is focused on improving social and economic outcomes in East and West Africa and in Mexico, an important component of the program's reproductive health grantmaking includes the United States.

Our grantmaking focuses on:

- Women's empowerment including expanding access to high-quality reproductive healthcare and economic opportunities; and
- Increasing the responsiveness of governments to their citizens' needs and creating the conditions for evidence-informed policymaking.

The Program has a geographic focus on East and West African countries, as well as a portfolio of grants in Mexico. Many of our grantees also work at a regional or global level to create norms and standards and support advocacy and collective action across sectors and geographies. In the United States, the foundation pursues an agenda to improve women's ability to exercise reproductive choice and rights. The Global Development and Population Program team consists of 18 staff, including nine Program Officers.

## About the Role

A Hewlett Foundation Fellowship allows an individual to enrich their understanding of philanthropy and specific subject matter by engaging in all phases of grantmaking in the foundation's areas of interest. Over a three-year term, Fellows are assigned to one of the foundation's four programs or to its Effective Philanthropy Group, which supports strategic grantmaking, giving them the opportunity to learn from staff across the organization and from each other. Fellows work closely with program staff to help implement projects and ongoing grantmaking activities. They may be assigned either to work on a particular initiative or to provide their team with broader support.

Within the Global Development and Population Program, the Fellow will support ongoing monitoring and evaluation of strategies and grants, undertake background research to support decision making, facilitate internal and external communications, and assist with identifying potential grantees and due diligence.

The Fellow will also support other projects, such as facilitating cross-program learning and planning and executing program retreats and grantee convenings, including content creation. Depending on the nature of the assignment, the Fellow will engage with peer funders, program staff, and grantees. Over the course of the three-year Fellowship, the Fellow will have the opportunity to participate in developing and managing a small portfolio of grants. Specific assignments and opportunities will be tailored to the Fellow's interests within the scope of the program's needs.

The Fellow will report directly to one of the Program Officers and will have opportunities to work on projects with other staff members.

Please note: while there may be opportunities to return to the foundation later in their career, Fellows are ineligible to apply for posted foundation positions or transition into other roles at the foundation during their 36-month term and for one year following the conclusion of the term.

## Duties and Responsibilities

The Fellow's roles and responsibilities will evolve based on the program's interests and needs. The work is expected to center on our Evidence-Informed Policy strategy and Transparency, Participation & Accountability strategy, and some work with the Director that supports the entire GD&P team. Initially, we anticipate opportunities to advance our support of African-lead research, and to support our evaluation and learning efforts.

## Skills and Experience

- An undergraduate or advanced degree in political science, economics, international relations, public policy, public affairs, business, public administration, statistics, evaluation, or related fields.
- Demonstrated interest and experience around issues of global development and women's rights.
- Intention to pursue further studies/formal training or professional experience that will enhance her/his skills in fields related to the foundation's program interests.
- Two to five years of work experience in global development, including experience living in low or middle-income countries, preferably in East or West Africa
- Excellent research and critical thinking skills and ability to conceptualize, identify trends, think creatively, and thoughtfully approach assigned projects; strong quantitative skills and orientation.
- Demonstrated capability to analyze and present complex information in a compelling manner, both orally and in writing.
- Excellent organizational skills, including project management experience and a demonstrated track record of balancing multiple projects and consistently meeting deadlines.
- Strong interpersonal and cross-cultural skills, including facilitation experience and the ability to manage external relationships, including with Foundation grantees.
- Independent initiative, a sense of humor, attentive listening, and a collegial spirit in sharing ideas and receiving feedback.
- Personal integrity, excellent judgment, and flexibility.
- Proficiency with technology tools and applications, including MS Office, Salesforce, and Zoom.

This is an early to mid-level career role, and compensation will be commensurate with experience.

*Applicants will be screened on a rolling basis and are encouraged to submit their applications before the final deadline. Candidates must have current authorization to work in the United States.*

## Meta Fields