



PANORAMA

Program Officer

Position Summary

The Program Officer operates as a project lead across one or more teams, with a focus on advocacy and stakeholder engagement. Contributes to strategic planning and decisions, and is responsible for implementing a strategic, results-oriented, and coordinated approach to projects. Ensures the overall continuity of activities and deliverables, including alignment with advocacy goals and activities, and engages internal and external partners. Works independently and in collaboration with local and remote team members to ensure the successful execution of complex workstreams.

Knowledge, Skills, and Abilities

- Demonstrated experience designing and implementing social impact, advocacy, and/or policy programs
- Understanding of global health and vaccines landscapes, key players, and issues
- Excellent writing skills with experience creating a variety of advocacy/communications materials
- International stakeholder engagement expertise, including experience in partnerships, collaborations, and/or convenings
- Experience with business development strategies and tactics
- Strong organizational and management skills, with the ability to balance multiple priorities
- Entrepreneurial spirit, creative, and analytical thinker
- Ability to work well with teams, and to work under tight deadlines

Essential Duties & Responsibilities

- Manage relations across a variety of global stakeholders, such as private sector, philanthropic and government donors, alliances and networks, and NGOs
- Design and produce strategic documents for international audiences, including project strategies, engagement plans, concept notes, and project overviews
- Craft advocacy/communications materials, such as messaging and talking points, briefs, presentations, and fact sheets for a variety of purposes and audience
- Design and execute events, workshops, as well as domestic and international meetings
- Foster connections across partner activities and workstreams, as well as internal teams and activities, to maximize communications impact and optimize resources
- Execute dynamic and complex advocacy strategies, adjusting priorities to manage new and emerging issues while maintaining alignment towards goals and desired outcomes
- Support issues/reputation management efforts, including tracking and analysis of policy developments, global health issues, and risks, and development of preparedness plans
- Contribute to Panorama's business development efforts including writing project proposals, cultivating new relationships, and supporting thought leadership

Required Qualifications

- Bachelor's degree with at least seven years of experience in global health, public policy, international relations, or related field.
- Experience working on global health required; experience with vaccines preferred
- Skilled in building diverse coalitions including experience working with corporations, foundations, multilateral agencies, and international NGOs
- Fluency in written and spoken English required; other language proficiencies welcomed
- Ability and willingness to participate in domestic and international travel as needed

Application Process

Interested candidates should submit a resume and cover letter to careers@panoramaglobal.org with subject line "Program Officer."

About Panorama

[Panorama](#) is an action tank that focuses on influencing people and organizations worldwide to be the change we need to improve our world. Our unique, entrepreneurial model unites team members with diverse skills around the table to collaborate on ways to solve local and global social issues. We work with non-profit and for-profit partners to advance their work, and we initiate our own projects when we see gaps that need to be filled. We work across numerous global health and global development issues, in support of the Sustainable Development Goals, including infectious disease elimination, pandemic preparedness, ending violence against children, and improving nutrition for people worldwide.

Panorama is headquartered in Seattle with a global team and network. To learn more, visit our website www.panoramaglobal.org

Our Values

The values we share in our work and in our lives also inspire our name and logo:



Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.