

POSITION: PROGRAM ASSOCIATE
PREVENTING PANDEMICS AT THE SOURCE AND
THE CLIMATE SMART FOREST ECONOMY PROGRAM

ABOUT DALBERG CATALYST

Dalberg Catalyst is a team of systems thinkers and innovators dedicated to addressing the biggest challenges of our time. We are a small and fast-growing U.S.-based nonprofit whose mission is to co-create and actively accelerate systems solutions that will have a tangible and durable impact on urgent societal and planetary issues. The organization is virtual, with team members in six countries and projects operating in many more.

Dalberg Catalyst is affiliated with the Dalberg Group, a global group working to build a more inclusive and sustainable world where all people, everywhere, can reach their fullest potential.

For more information, please visit [Dalberg Catalyst](https://dalbergcatalyst.org), and find out more about the Dalberg Group at [Dalberg](https://dalberg.org).

ABOUT PREVENTING PANDEMICS AT THE SOURCE

Preventing Pandemics At The Source (PPATS) is Dalberg Catalyst's flagship program. It was founded by Dalberg Catalyst CEO Sonila Cook and former Rainforest Alliance President and current PPATS Executive Director Nigel Sizer in the summer of 2020. Since then, it has grown into a coalition of 20 leading public health, conservation, health equity, Indigenous rights and animal welfare organizations. The initiative is focused on galvanizing global action to prevent pandemics at the source – in other words, stopping them at the point of spillover of pathogens from animals to humans, well before they can become global pandemics, epidemics, or even localized outbreaks.

PPATS is advocating for five evidence-based actions to reduce spillover risk:

- Shutting down or strictly regulating commercial wildlife trade and markets that pose public health risks
- Stopping deforestation and forest degradation, especially in tropical and subtropical forests
- Improving livestock health, strengthening veterinary care and biosecurity in animal husbandry
- Providing better healthcare and alternative livelihoods to communities living close to wildlife in tropical regions
- Enhancing surveillance for zoonotic viruses at the interfaces between humans, domestic animals and wildlife

Implementing these actions will require dialogue and coordinated action between sectors – particularly health and environment, but also agriculture, trade, food and nutrition, and others – that are currently not accustomed to talking to one another, let alone working together. Our coalition aims to break the siloes that are hindering action on spillover prevention and leaving us vulnerable to future pandemics. We are calling on global leaders across sectors to i) provide and channel significant funding for spillover

prevention; ii) put in place global frameworks for coordinated action; iii) enact supportive reforms at the national level.

For more information, please visit [Preventing Pandemics At The Source](#).

ABOUT THE CLIMATE SMART FOREST ECONOMY PROGRAM

The Climate Smart Forest Economy Program (CSFEP) is a collaborative initiative from EIT Climate-KIC and Dalberg Advisors, with seed funding from Good Energies Foundation. It also works in partnership with the World Economic Forum and the World Resources Institute, among others, and receives foundational support from Dalberg Catalyst.

Our mission is to generate and disseminate knowledge, inspire and raise ambition of stakeholders, and support initiatives that demonstrate how the Sink, carbon Storage, and fossil-carbon Substitution (3S) functions of forests and forest products can be maximized for enhanced climate, social and economic benefits.

CSFEP's initial focus is the building and construction sector and its sourcing practices, where increasing the use of sustainable forest products could rapidly decarbonize construction, while creating carbon sinks in cities.

After two years of operations, CSFEP has validated that this is a promising climate solution, and has a portfolio of ~15 demonstration projects all around the world that provide continuous learnings for our approach. Entering 2023, we are better understanding our position within this growing global movement of actors scaling biobased economies, and positioning ourselves as an independent, financially viable non-profit endeavor.

For more information, please visit [CSFEP](#).

WHAT YOU WILL DO

The Program Associate will work 50% with Preventing Pandemics at the Source and 50% with the Climate Smart Forest Economy Program. As part of their engagement with PPATS, the Program Associate will work closely with the Senior Program Associate and the Executive Director to coordinate the Secretariat and the coalition, support the development of advocacy and fundraising materials, and manage PPATS' website and social media. As part of their engagement with CSFEP, the Program Associate will work directly with the Program Director to coordinate program implementation, communication and dissemination, and fundraising.

Contract type: 100%, contract position

Duration: Starting immediately through to December 31, 2023, with the possibility of extension subject to confirmation of further grant funding.

Location: Fully remote (work from home) with a preference for candidates that can work during working hours that align with U.S. East Coast or Europe / Africa

Responsibilities - Preventing Pandemics At The Source (50%)

This role will entail:

- Preparing agendas and documenting Secretariat meetings, and maintaining a tracker of tasks and priorities for coordinating Secretariat activities
- Preparing agendas, documenting and sharing notes and action items for full coalition meeting and sub-group meetings (U.S. Policy and Global Policy)
- Onboarding new coalition partners
- Providing input into advocacy / influencing, policy, thought leadership and communications / media outreach strategies
- Representing PPATS at partner coalitions' meetings (e.g., the Global Health Council)
- Supporting the drafting of documents and presentations (e.g., advisory notes, op-eds, letters)
- Conducting research and creating briefing documents and talking points, as requested
- Supporting the planning and running of high-level events and meetings
- Providing input into fundraising strategy and grant proposals, as requested
- Supporting funder reporting and grant administration, as requested
- Regularly updating the PPATS website and social media feeds
- Drafting and sending a regular e-newsletter to the PPATS mailing list
- Monitoring the PPATS email address and replying to inquiries
- Keeping abreast of relevant news in the space

Responsibilities – Climate Smart Forest Economy Program (50%)

This role will entail:

- Supporting in managing the relationships and agendas for our ongoing implementation work
- Shaping, structuring, and delivering communications outputs to assist in scaling and disseminating our work
- Capturing learnings and delivering amplification support to grantees and the program overall
- Drafting and refining internally- and externally-facing deliverables, including:
 - Supporting materials for and outputs from funder and grantee meetings and workshops/working sessions
 - Documentation of progress and learnings, including for funder share-outs and reports
- Developing and delivering structured communications to the funder and grantees
- Contributing to building our partnerships with relevant stakeholders (e.g., other funders, peer organizations, partners of current grantees, potential grantee candidates)
- Regularly updating the website and social media feeds, as well as preparing and sending a monthly newsletter to our mailing list
- Monitoring the email address and replying to enquiries
- Supporting funder reporting and grant administration, as required

ABOUT YOU

Required qualifications

- 2-3 years relevant professional experience
- Excellent verbal and written communication skills, with full professional fluency in English
- Excellent stakeholder communication and management (including a good understanding of stakeholder sensitivities)
- Strong attention to detail
- Good organizational management skills, including experience setting own workplans and objectives

Additional ideal qualifications

- Demonstrated passion for driving social and environmental impact and equity, typically evidenced by a strong interest in and/or prior exposure to global or local impact issues
- A self-starter who takes full ownership of tasks, with a hands-on approach to getting things done in a fast-paced, high-performing environment;
- Ability to multitask, problem-solve, set priorities to meet tight deadlines, and work with a variety of internal and external stakeholders;
- Experience in advocacy and fundraising for social and/or environmental impact
- Experience in strategic communications and social media management
- Exceptional organizational skills, including the ability to work autonomously and “manage up”
- Ability to present information in an insightful and structured manner, both written and oral
- Excellent interpersonal skills, able to liaise independently and professionally with all levels of seniority and work with a team in an entrepreneurial atmosphere
- Integrity, credibility, and dedication to the mission of Dalberg Catalyst.

JOIN OUR TEAM

Please submit your application to infocatalyst@dalberg.com. Your application should include a resume and cover letter; we cannot accept applications that do not include both documents.

Candidate applications will be considered on a rolling basis, and the position will remain open until the right candidate is found. Applicants are advised to apply early.

Owing to the large number of applications we receive; unfortunately, only shortlisted candidates will be contacted.