



**TIMMY**  
GLOBAL HEALTH

## Nonprofit Management & Global Health Fellowship

Academic Year 2020-2021

Timmy Global Health|22 E 22<sup>nd</sup> Street, Indianapolis, IN 46202|Tel: 317.920.1822 |Fax: 317.920.1821|

[www.timmyglobalhealth.org](http://www.timmyglobalhealth.org)

<i>Title:</i>	Nonprofit Management & Global Health Fellowship	
<i>Focus:</i>	Planning, Evaluation, and Management	
<i>Employee Status:</i>	Bi-monthly stipend	
<i>Reports To:</i>	Director of Finance and Operations and Data and Evaluation Manager	
<i>Location:</i>	Indianapolis, IN (headquarters)	
<i>Start Date/End Date:</i>	June 2020 - July 2021	
<i>Compensation:</i>	TBD - Bi monthly	
<i>Vacation:</i>	This position is allotted 15 days of vacation, to be used at your discretion, in addition to the holidays listed below.	
<i>Holidays:</i>	New Year's Day MLK Jr. Day President's Day Memorial Day	Independence Day Labor Day Thanksgiving Day and Day After Christmas Eve and Day

### Timmy Global Health Overview

Timmy Global Health is an Indianapolis-based nonprofit that seeks to expand access to health care while empowering students and volunteers to tackle today's most pressing global health challenges. In collaboration with our international and US partners, we facilitate medical service trips and channel financial, medical, and human resources to community-based projects in the countries where we serve. Through our work, Timmy Global Health seeks to strengthen local health systems while empowering future leaders in global health through student and corporate chapter programs. At Timmy, we believe that all people have a basic human right to access quality healthcare and that everyone, regardless of age or career path, plays a role in fighting for health equity.

### Global Health Fellowship Introduction

Timmy Global Health is looking for a Nonprofit Management and Global Health Fellow who has a passion for the management related to a global nonprofit organization. The fellowship is designed to provide a former Timmy student leader or an emerging global health/non-profit leader with an opportunity to deepen their contribution to, and understanding of, the nonprofit world through a competitive, paid, year long fellowship at Timmy Global Health's headquarters in Indianapolis, IN. The fellowship furthers Timmy's mission while fostering valuable skills in nonprofit

management, program development and evaluation, project management, fundraising, global health and international development. The fellowship is open to early career professionals, former Timmy Global Health student chapter members, graduating seniors, and recent graduates who have demonstrated a significant commitment to effective tangible, positive change in the global health/nonprofit world.

### **Specific Duties and Responsibilities**

- **Support the Timmy Global Health staff during an annual organizational audit** including: developing and formatting summarization data and highlighting key takeaways from the last fiscal year.
- **Assist the Development and Marketing Team in telling the ‘story’ of the organization** including: compilation of data for the annual report, metrics for grant applications, and website content for a transparent image of Timmy Global Health.
- **Assist in financial and programmatic analysis for Timmy Global Health medical service trips** including: management of the trip payment processes and final budget reconciliation for international and US partners, analysis of participant and patient statistics, and generating trip reports for all medical service trips.
- **Assist in the management and evaluation of international medical service programs** including: drafting program planning documents, analysis of key community progress indicators, conducting research on evidence-based best practices, implementation of international programming, and managing grants applications.
- **Assist with a comprehensive tech-systems utilization review** to ensure that TGH’s data and information assets are trustworthy and actionable and to develop workflow efficiencies through automatic processes.
- **Develop and implement International Staff Training and Materials** including: electronic presentation and recorded webinar materials, standardized program materials
- **Review international programming expenses and financial processes** including: the provision for your travel on at least one international trip for in-country review.

### **Miscellaneous**

- **Support Timmy’s Board of Directors and Committees (i.e. Finance Committee and Operations Committees)** in collaboration with management staff.
- **Assist in the annual Student Leadership Conference** including: creating and designing event materials, and assisting in the management of the ‘Timmy Store’
- **Support the Timmy Global Health staff with planning, organizing, and implementing significant Timmy events** including but not limited to: Timmy Trivia Night, Timmy’s Annual Gala, and other development and marketing activities.
- **Special projects and administrative support** in collaboration with the Director of Finance & Operations or Data and Evaluation Manager, based on individual experience and interests, as well as the needs of the organization

## Job Requirements and Skills

### **Required**

The ideal candidate for this focused Timmy Global Health Fellowship has demonstrated that they:

- o Are detail-oriented and highly organized
- o Are able to juggle multiple, simultaneous projects
- o Are entrepreneurial and a self-starter
- o Are energetic with an optimistic personality
- o Has a strong work ethic
- o Has a passion for global health nonprofit work
- o Is confident working both independently and with a team
- o Has familiarity with Microsoft Office, particularly Microsoft Excel
- o Has a sense of humor and a flexible personality
- o Has strong communications skills, both written and verbal
- o Has a high level of maturity to work in a constantly changing and challenging environment

### **Preferred**

- o Nonprofit Management, Healthcare Administration, Business, International Finance, or Administrative Social Work educational experience
- o Exceptional skills with Microsoft Excel or other data analysis platforms
- o Experience with Quickbooks, Salesforce, and Square platforms

### **To Apply**

Timmy plans to hire one Fellow with a specialty in Non-Profit Management and International Programming for the 2020-2021 year. Please submit a current resume with a cover letter by email to [jobs@timmyglobalhealth.org](mailto:jobs@timmyglobalhealth.org), and write "Global Health Fellowship: Programming & Non-Profit Management" in the email subject line. **Applications will be reviewed on a rolling basis; please submit your application earlier if possible.** Finalists ONLY will be contacted for an in person or telephone interview.

Please direct any questions or concerns to the Timmy Global Health – Deputy Director, Julia Anderson ([julia@timmyglobalhealth.org](mailto:julia@timmyglobalhealth.org), 317-920-1822 ext. 2)