



## **Senior Advisor for Global Advocacy and Philanthropy**

### **The Eleanor Crook Foundation (ECF)**

Through March 2027, with the possibility of renewal

Must be based in Europe or a GCC country

### **OVERVIEW**

The Eleanor Crook Foundation (ECF) is seeking a senior advisor with deep experience in advocacy, relationship management, and philanthropic fundraising to support our global advocacy and philanthropy portfolio through 2026.

This contract may be renewed based on performance and funding. The role requires regular international travel to France, other European countries, the GCC, and the United States for key events and team meetings.

The consultant is ideally based in Europe or in one of the Gulf Cooperation Council (GCC) countries. Travel outside of your area will be fully reimbursed by ECF.

### **ABOUT THE ELEANOR CROOK FOUNDATION**

ECF is a private philanthropy founded in 1997 by Eleanor Butt Crook with a singular mission: to end child deaths from malnutrition. Rooted in a legacy of food security leadership—her family’s grocery company, H-E-B, helped spark the U.S. food bank movement—Eleanor Crook has become a leading global voice in malnutrition advocacy.

Since 2017, ECF has invested over \$150 million in research, policy, and advocacy to scale the highest-impact solutions to malnutrition. Our work spans 16+ countries, including core deep-engagement countries Senegal, Ghana, and Nepal, as well as a broad set of partner countries across Africa and Asia.

This role is essential to advancing ECF’s advocacy, partnership-building, and fundraising efforts in Europe, the Gulf Cooperation Council (GCC), and among philanthropic partners. The consultant will report to the Director for Global Advocacy and Philanthropy and work fully remotely.

### **SCOPE OF SERVICES AND DELIVERABLES**

#### **I. Philanthropic Fundraising Strategy & Execution**

##### **A. Fundraising Consultant Management**

**Services:**

- Serve as primary liaison to external consultants and grantees; manage contracting/grant-making as needed
- Coordinate internal inputs and alignment across stakeholders.
- Draft and finalize a case for support, and create a campaign plan that outlines goals, key messages, priority prospects, and timeline.

**Deliverables:**

- Document and regularly update fundraising strategy and OKRs .
- Consolidated internal briefing materials for funder outreach.

**B. Prospect Pipeline Development & Management**

**Services:**

- Develop, maintain, and expand a structured prospect pipeline.
- Track movement of prospects through qualification and cultivation stages.
- Ensure data integrity within CRM or tracking systems.

**Deliverables:**

- Live prospect pipeline tracker (maintained and updated weekly).
- Monthly pipeline analysis report (progress, risks, recommendations).

**C. Prospect Engagement Strategy & Donor Cultivation**

**Services:**

- Design tailored engagement plans for priority prospects.
- Develop and manage cultivation calendar.
- Support leadership briefing and follow-up for donor meetings.
- Represent ECF at relevant events (Europe, GCC, U.S.).
- Plan and execute at least one high-level donor convening (e.g., retreat for top 10 prospects by the end of 2026).

**Deliverables:**

- Individualized engagement plans for top-tier prospects (as identified by ECF).
- Annual cultivation calendar.
- Briefing memos (minimum 48 hours prior to meetings).
- Post-engagement follow-up notes within 5 business days of key meetings.
- Concept note, agenda, and execution plan for at least one major donor convening.

#### **D. Strategic Travel Planning**

##### **Services:**

- Coordinate donor-related travel for ECF leadership in Europe, GCC, and U.S.
- Align travel with strategic cultivation priorities.

##### **Deliverables:**

- Written trip strategy briefs (objectives, targets, follow-up plan).
- Post-trip summary reports with next steps.

#### **E. Reporting & Internal Communication**

##### **Deliverables:**

- Weekly written update to the Director for Global Advocacy and Philanthropy.
- Quarterly fundraising performance summary.

## **II. EU & GCC Advocacy Strategy Support**

### **A. Policy Monitoring & Strategic Advisory**

##### **Services:**

- Monitor political and policy developments relevant to nutrition, ODA, and food security across Europe and GCC.
- Provide strategic recommendations to the Director for Global Advocacy and Philanthropy.

##### **Deliverables:**

- Monthly policy monitoring memo (2–4 pages).
- Strategic briefing notes ahead of major political moments or summits.

## **B. Advocacy Content Development**

### **Services:**

- Draft high-quality advocacy materials (policy briefs, memos, presentations).
- Support the preparation of leadership messaging.

### **Deliverables:**

- Policy briefs and memos as requested (estimated 1–2 per month).
- Presentation decks and speaking notes for major convenings.

## **C. Event Planning & Representation**

### **Services:**

- Maintain an advocacy event calendar.
- Coordinate ECF participation in high-impact global forums (e.g., UNGA, Skoll Forum, EU convenings).
- Represent ECF where appropriate.

### **Deliverables:**

- Updated rolling 6-month advocacy events calendar.
- Event participation briefs (objectives, stakeholders, follow-up plan).
- Post-event summary reports with recommended next steps.

## **D. Stakeholder & Grantee Management**

### **Services:**

- Maintain a centralized stakeholder tracking system.
- Support advocacy-related grantmaking processes.
- Draft RFPs, review proposals, and monitor grantee deliverables.

### **Deliverables:**

- Live stakeholder contact tracker (updated monthly).
- Draft RFPs and evaluation summaries as needed.
- Grantee progress summaries (aligned with reporting cycles).

### **III. Internal Strategy & Special Initiatives**

#### **A. Systems & Tools Implementation**

**Services:**

- Support implementation and optimization of CRM or related stakeholder systems.
- Develop internal processes to improve coordination and reporting.

**Deliverables:**

- CRM structure recommendations and implementation plan (if applicable).
- Written SOPs for stakeholder tracking and reporting processes.

#### **B. Strategic Planning & Reporting**

**Services:**

- Develop board materials and strategic updates.
- Support preparation of monthly advocacy meetings and quarterly OKR reviews.

**Deliverables:**

- Board-ready briefing materials (as required per meeting cycle).
- Quarterly OKR tracking document.
- Meeting agendas and summary notes for monthly advocacy calls.

### **TRAVEL REQUIREMENTS**

The senior advisor must be available for regular international travel to France, other European countries, GCC countries, and the United States for donor cultivation, advocacy engagement, and team convenings. Travel frequency will be determined in coordination with ECF leadership.

### **VALUE PROPOSITION**

- A mission-driven, globally respected team committed to ending child deaths from malnutrition.
- Must be based in Europe or a GCC country.
- Contract through February 2027 with possibility of renewal.



- Opportunities for meaningful influence in global advocacy and philanthropic strategy.
- International exposure and high-level engagement.

## REQUIRED CAPABILITIES

The ideal consultant will demonstrate the capabilities outlined below, as evidenced by comparable prior engagements.:

- Background in global health, nutrition, development, or a related field with prior consulting or advisory engagements preferred.
- Demonstrated experience delivering advocacy support, government relations, or policy engagement outputs, such as monitoring memos, stakeholder mapping, briefing materials, and meeting preparation.
- Strong working understanding of the political and policy landscape in Europe and the Gulf, with the ability to translate developments into implications, risks and recommended actions.
- Experience supporting philanthropic or high-net-worth individual (HNWI) fundraising, including prospect cultivation, pipeline management, meeting preparation, and follow-up.
- Strong stakeholder engagement capabilities, including event and convening support, relationship management, and confident coordination with senior external partners.
- Excellent written and verbal communication with the ability to produce concise, decision-ready materials for senior leaders and external audiences.
- Ability to operate independently, manage priorities across workstreams, and deliver high-quality outputs on schedule, with clear written updates and strong follow-through.
- Ability and willingness to travel regularly to France, other parts of Europe, the GCC, and the U.S.
- Residency in Europe or a GCC country.

Qualified independent consultants are invited to submit their credentials and a letter of interest to [info@eleanorcrookfoundation.org](mailto:info@eleanorcrookfoundation.org) for consideration.