



Policy and Partnerships Associate, AIM for Scale

The University of Notre Dame's Keough School of Global Affairs is looking for outstanding candidates for a **Policy and Partnerships Associate** position supporting its AIM for Scale program.

About the Organization

The **Keough School of Global Affairs** is a leading academic institution dedicated to addressing the world's most pressing global challenges through research, teaching, and policy engagement. Home to a diverse community of scholars and practitioners, the school integrates rigorous interdisciplinary scholarship with a strong commitment to human dignity, ethical leadership, and real-world impact.

The **Agricultural Innovation Mechanism for Scale** ([AIM for Scale](#)) is an initiative that works with governments, multilateral development banks, and research partners to scale evidence-based agricultural innovations, with the objective of reaching millions of farmers. Supported by the Gates Foundation and the United Arab Emirates, and co-hosted by the Keough School and New York University Abu Dhabi, AIM for Scale brings together cutting-edge research, implementation expertise, and policy engagement to accelerate the adoption and scaling of proven innovations and strengthen national systems for long-term sustainability. Through country partnerships across Africa, Asia, and Latin America, AIM for Scale stewards the design and implementation of large-scale investments that improve productivity, resilience, and livelihoods for millions of smallholder farmers.

Responsibilities

Reporting to the AIM for Scale Director, the **Policy and Partnerships Associate** will support AIM for Scale's external engagement and partnership efforts by organizing events, workshops, and convenings; preparing written materials such as briefs, updates, and reports; and managing outreach through digital and social media channels. The position will also coordinate and implement country-level efforts with government counterparts, development bank teams, and other stakeholders.

50% - Coordinate and Implement Country-Level Activities. The position will coordinate and implement country-level efforts to advance AIM for Scale's objectives. This includes drafting communication with implementing agencies, managing documentation and follow-up from missions and technical workshops, and ensuring timely progress on agreed-upon activities. The role will also contribute to drafting policy notes, partner updates, and other materials that translate technical work into actionable insights for decision-makers.

20% - Event and Convening Support. This position will help organize AIM for Scale's events, workshops, and stakeholder convenings, both virtual and in person. Responsibilities include



managing logistics, preparing agendas and participant materials, and coordinating with partners to ensure participation and visibility. The position will also assist in capturing key outcomes and lessons from these engagements for external dissemination, in close coordination with the Director of Communications.

20% - Outreach and Content Development. The role will contribute to the preparation of outreach materials—including digital content and social media updates—to highlight AIM for Scale’s work and impact. This includes coordinating with Secretariat members to ensure consistent messaging and visual identity across platforms, as well as maintaining regular online engagement, in close coordination with the Director of Communications.

10% - Writing and Editorial Support. The position will support the drafting, editing, and refinement of written materials across the Secretariat, including reports, event summaries, and talking points for senior leadership. This will require strong writing and editing skills, attention to detail, and the ability to adapt tone and format for different audiences.

Degree

- Bachelor’s degree in Economics, Sociology, Public Policy, Sustainable Development, Journalism, Data Analytics or related discipline

Experience

- 2-3 years of relevant work experience
- Prior experience in international development and agriculture policy

Qualifications

- Excellent writing and editing skills, with the ability to produce clear, compelling content for diverse audiences
- Strong organizational and project management abilities; comfortable managing multiple priorities and deadlines
- Proficiency with digital tools and social media platforms for outreach and stakeholder engagement.
- Effective interpersonal and communication skills, with a collaborative, team-oriented approach
- Prior experience with development economics research and/or public policy in developing countries
- Familiarity with randomized evaluations (preferred)
- Familiarity with international development policy processes, agricultural innovation, or climate-related initiatives preferred
- Detail-oriented, proactive, and adaptable in fast-paced, multi-stakeholder environments.
- Flexibility to support the work of colleagues as needed
- Strong English communication and writing skills
- Ability to speak another UN language preferred



Working Conditions

- Hybrid or US-based remote work
- Some domestic and international travel will be required often on short notice
- Must have valid authorization to work in the United States
- This is a limited-term, grant-funded position expected to run through December 31, 2027

Application Instructions

Please share the following documents Imara Salas, AIM for Scale Secretariat Director at isalasco@nd.edu:

- Resume/CV (required)
- Cover Letter (required)
- References Contact Information (3) (required)