



## **POSITION ANNOUNCEMENT**

Position title: **International Programs Manager, Southeast Asia**

Category: **Full-time position**

Reports to: **Senior Regional Manager, Southeast Asia**

Location: **Kansas City, MO or San Francisco, CA**

Closing Date: **May 29, 2015**

### **About Water.org**

780 million people – about one in nine – lack access to safe water; 2.5 billion lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven, and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health, and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America and the Caribbean by providing access to safe water and sanitation. Learn more at [www.Water.org](http://www.Water.org).

### **Position Summary**

We seek a highly motivated, adaptive, and creative International Programs Manager to provide strategic, technical, and operational oversight of and support to existing programs and engagements with in-country partners, execute initiatives funded by major donors, assist in exploring new geographies and types of partnerships, develop an ongoing pipeline of new projects, and participate in evaluation, learning, and capacity development activities. This full-time position will be based in Kansas City, MO (headquarters) or San Francisco, CA (satellite office), with regular travel to Southeast Asia. The International Programs Manager will report to the Senior Regional Manager of Southeast Asia and work closely with the regional staff in countries with Water.org programs. He/she will also work closely with other members of the Water.org International Programs team and other US-based teams.

### **Key Responsibilities**

***Manage and monitor Water.org programs and engagements implemented with local partner organizations (financial institutions and water/sanitation service providers)***

***Estimated % time: 45%***

- Oversee implementation of programs/engagements in collaboration with local country office staff, including delivery of funding and technical assistance.
- Develop and manage contracts with and provide support to consultants hired to supplement Water.org's programmatic work
- Ensure optimal operational and financial performance of on-going programs through a combination of in-country support, monitoring, and technical assistance to address implementation challenges
- Maintain databases and track partners' WaterCredit loan performance and financial expenditure on a regular basis



- In collaboration with international staff, ensure execution of in-country program monitoring visits of partner organizations.

***Execute and manage agreements with institutional donors***

***Estimated % time: 20%***

- Assist in research and proposal writing to institutional donors, and support foundation requests
- Facilitate execution of overall initiative and program/engagement-specific deliverables
- Oversee initiative revenues, expenditures, and budgets in collaboration with Finance team
- Write technical, financial, and narrative progress reports
- Respond to requests and serve as program knowledge base externally for donors and internally for the Development team
- Assist in the organization of donor visits to countries, working closely with international staff to develop visit itineraries and arrange logistics.

***Support development of new programs and initiatives***

***Estimated % time: 15%***

- Assist in identification and certification of new partner organizations, including financial and non-financial institutions
- Solicit and evaluate new program proposals from partner organizations
- Support the design and launch new programs in conjunction with regional office staff and local partners, including designing program goals, budgets, activities, and deliverables
- Contribute to development of new partnership models and innovative approaches to building partner capacity.

***Assist in exploring new geographies and types of partnerships as needed***

***Estimated % time: 10%***

- Support geographic and channel-specific market assessments executed in conjunction with third parties
- Provide input into development of new strategies and approaches for new geographies and types of partnerships in collaboration with other International Programs team members.

***Participate in evaluation, learning, and capacity development activities***

***Estimated % time: 5%***

- Facilitate evaluation-related activities of programs/engagements in conjunction with the International Programs regional staff, Monitoring & Evaluation team, and third-party consultants
- Assist in the organization of WaterCredit forums/stakeholder engagement forums and partners meetings in order to share knowledge and collaborate with stakeholders
- Provide input into and facilitate learning/dissemination of Water.org and partners' implementation experience and best practices
- Support capacity development activities pertaining to partner organizations and internally within Water.org.

***Other key activities***

***Estimated % time: 5%***

- Serve as a knowledge base for Water.org, and represent Water.org at public events and in written publications to advance Water.org's mission
- Collaborate with the Development, Finance, Marketing, and Office of the CEO teams on projects as required.



### **Qualifications and Skills**

- Demonstrated record of outstanding academic achievement. Graduate degree in related field required.
- Increasing levels of experience in related activities. At least five years of relevant experience with microfinance institutions, water and sanitation organizations, and/or related organizations.
- Demonstrated proficiency with project management approaches, especially with institutional donors and private funders, including strong background in institutional capacity building and technical assistance models.
- Candidates must possess one or both of the following competencies:
  - Demonstrated understanding of and familiarity with development finance models and approaches, including (but not limited to) SME lending and/or microfinance, financial services, cooperative development, lending methodologies and sector trends
  - Demonstrated understanding of and familiarity with urban and rural water supply, sanitation and hygiene approaches and sector trends
- Excellent verbal and written communications, management, leadership, teamwork, networking, budgeting, and problem solving skills
- Proven track record proactively identifying challenges and developing innovative solutions, including experience building programs in an entrepreneurial and “start-up” environment
- Experience with databases, advanced Excel skills, and basic literacy in other MS Office packages
- Critical thinking, creativity, good judgment, initiative, attention to detail, and professionalism
- Demonstrated ability to deliver results working in a growing organization with a high degree of autonomy
- Experience reporting to and working with institutional donors in the international development arena, particularly with respect to water/sanitation and microfinance
- Strong desire to contribute to increased access to water and sanitation
- Proficiency in Southeast Asian language(s) preferred
- Experience working or living in Southeast Asia preferred
- Willingness to travel up to 30%
- US citizenship or an H1-B work visa required

### **Salary/Benefits**

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program, and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development.

### **Application Information**

Please apply with CV and cover letter at <http://water.org/about/careers/>. Applications will be reviewed as they are received. Please do not contact us about the status of your application.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief or sexual orientation.



**Thank you for your interest in Water.org!**