

POSITION DESCRIPTION

Title: **Portfolio Manager, Southeast Asia**

Category: **Full-time position**

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

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

Introduction

660 million people – about one in ten – lack access to safe water. More than twice that many, 2.4 billion people, don't have access to a toilet. These are the people Water.org serves. We are a global non-profit based in Kansas City, Missouri working to ensure safe water and sanitation for all. We go beyond traditional approaches to safe water and sanitation, focusing on addressing the underlying causes of this global crisis and innovating to deliver large-scale and sustainable change. Co-founded by Gary White and Matt Damon in 2009, Water.org has impacted more than 3 million lives and transformed thousands of communities in Africa, South Asia, and Latin America. Learn more at <http://water.org/>

Summary

We seek a highly motivated, adaptive, and creative Portfolio 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 Portfolio 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

Key areas of responsibility are listed below, alongside current expectations of time associated with these activities.

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.

Skills and Competencies

- **Program and Portfolio Management:** Skilled at managing a project lifecycle, overseeing the implementation of several related projects, mitigating risk, and handling multiple unrelated projects and activities at one time.

- **Sectoral Knowledge:** Sound and up-to-date knowledge of concepts, methodologies and techniques including demonstrated expertise in at least one specialty area within finance, WSS and/or international economic development. Clear understanding of issues related to gender and inequality in development and demonstrated commitment to promoting gender equality and pro-poor strategies within the organization and in program work. Innovative mind-set oriented toward constructive problem-solving, proactive strategic development and thought leadership. Familiarity with capacity building and technical assistance programs in the finance and WSS on sectors.
- **Networking:** Possesses strong contacts within local financial institutions (e.g. microfinance institutions, commercial banks, mobile network operators, cooperatives, etc.), relevant local governmental institutions, the local development sector, the WSS sector, and other relevant stakeholders. Demonstrated ability to identify new opportunities, establish cross-sector partnerships and design programs that are creative and leverage different stakeholders' capacities.
- **Communication:** Proficient in the use of effective communication techniques, particularly across a variety of constituencies and stakeholder groups. Skilled at cross-cultural communication and collaboration. Ability to communicate fluently and effectively in English, with expertise in local language(s) in the region a plus. Advanced knowledge of computer applications and ability to integrate technology into office and program activities.

Qualifications

- Master's degree in related field required. Additional relevant certifications, trainings and coursework also considered and preferred.
- A minimum of five years of relevant experience within the finance, WSS, and/or international economic development sectors with increasing levels of experience and responsibility.
- At least five years of project and program management experience required.
- Demonstrated proficiency in facilitation and capacity building to ensure collaboration and linkages between staff, donors, partners and stakeholders.
- Ability to travel up to 30% of time.

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 at <http://water.org/about/careers/> . Please title your attachments with lastname, firstname. Submissions will be reviewed as they are received.

PLEASE DO NOT CONTACT US FOR STATUS UPDATES.

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