



**Job Announcement:** Program Manager  
**Announcement Date:** March 2013  
**Closing Date:** Open until Filled

### **About Water.org**

Nearly 900 million people lack access to clean water. More than twice that many, 2.5 billion people, do not have access to a toilet. These are the people Water.org serves. We are a global nonprofit dedicated to solving the water crisis – in our lifetime. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven and market-based initiatives 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 the lives of over 1.2 million individuals living around the world; ensuring a better life for generations ahead. You can learn more at [www.water.org](http://www.water.org).

### **Position Description**

Water.org is expanding its WaterCredit initiative, under which we partner with microfinance institutions to enable hundreds of thousands of people to gain improved access to water and sanitation. We seek a highly-skilled and highly motivated Program Manager to work with the International Programs team. This full-time position will be based in Kansas City, MO, with travel to areas where Water.org operates. The position will report to a Senior Manager in a regional area. Major responsibilities include the following:

- I. Manage and monitor WaterCredit programs
  - Monitor on-going programs to ensure that all programs meet Water.org's best practices
  - Conduct financial monitoring of programs
  - Support partner development and program evaluation activities
- II. Manage agreements with institutional donors
  - Facilitate execution of program deliverables
  - Write technical, financial, and narrative progress reports
  - Serve as program knowledge base
  - Coordinate projects/processes with financial, marketing, and development departments
- III. Support development of new programs and initiatives
  - Assist in identification and certification of new partner organizations
  - Explore and design new programs in conjunction with regional office staff and local partners
  - Solicit, evaluate new proposals from partners and execute these into new agreements
- IV. Develop and manage information resources
  - Maintain, update, and organize program and department information
  - Facilitate and improve provision of program data to internal and external stakeholders
  - Apply and integrate new ideas and learning from experience to improve best practices
- V. Assist in grant-writing to institutional donors and support foundation requests as required
- VI. Support activities and planning related to strategic directions of the organization
- VII. Represent Water.org at public events and in written publications to advance Water.org's mission.

**Qualifications**

- Demonstrated record of outstanding academic and career achievement
- Background in project management, economics/finance (especially microfinance), development, and/or water/sanitation
- Excellent verbal and written communications, management, leadership, teamwork, networking, budgeting, and problem solving skills
- Computer literacy, including MS Office packages
- Critical thinking, creativity, good judgment, initiative, attention to detail, and professionalism

**Requirements**

- At least five years of relevant experience with microfinance institutions, water and sanitation organizations, and/or related non-profit organizations
- Experience reporting to and working with institutional donors in the international development arena, particularly with respect to water/sanitation and microfinance
- Project management experience highly desired
- Knowledge of foreign languages (especially Spanish) highly desired
- Experience preferred in areas where Water.org currently operates
- Master's or Ph.D degree preferred
- Must be willing 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 insurance, and a retirement program. Salary will be based on education and experience, and will coincide with similar non-profit organizations in international development.

**Application Information**

Please send a copy of your CV and a cover letter to [positions@water.org](mailto:positions@water.org), noting "Program Manager Position" at the title of your message. 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!**