



Job Announcement: Program Manager
Announcement Date: October 12, 2009
Closing Date: Open until Filled

About Water.org

Water.org is a dynamic, rapidly growing international organization addressing the global water supply crisis. We are committed to providing clean drinking water and improved sanitation to communities in developing countries. Working in partnership with donors and beneficiaries, we have helped people around the world develop accessible, sustainable, community-level water and sanitation services. You can learn more at www.water.org.

Position Description

Water.org seeks 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 significant travel to Haiti and Central America. The person selected will report to the Director of International Programs and will manage Water.org's Haiti program, among other duties. Major responsibilities are listed below:

- . Manage/facilitate program excellence
 - o Monitor on-going programs to ensure that all programs meet Water.org's best practices.
 - o Conduct financial management of programs
 - o Support partner development and program evaluation activities
- I. Manage agreements with institutional donors
 - o Facilitate execution of program deliverables
 - o Write technical, financial, and narrative progress reports
 - o Serve as program knowledge base
 - o Coordinate with financial and communications/development departments
- II. Support development of new programs
 - o Assist in identification and certification of new partner organizations
 - o Coordinate new program development with regional offices
 - o Solicit, track and evaluate new proposals from partner organizations
 - o Develop grant/loan agreements
- III. Develop and manage information resources
 - o Maintain, update, and organize program and department information.
 - o Support continuous quality improvement in design and execution of programs
- IV. Assist in grant-writing to institutional donors and support foundation requests
- V. Support activities and planning related to strategic direction of the organization
- VI. Network with collaborating organizations and serve as a knowledge base for Water.org

Qualifications:

- Demonstrated record of outstanding academic and career achievement
- Background in project management, economics/finance, 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
- Must demonstrate critical thinking, creativity, good judgment, initiative, attention to detail, and professionalism

Requirements:

- At least two years of relevant work experience in Haiti
- At least five years of relevant experience with development, water and sanitation, microfinance, and/or non-profit organizations
- Project management experience highly desired
- Knowledge of French highly desired. Knowledge of Spanish also a plus.
- Experience in Latin America desired. Experience in Africa and Asia also a plus.
- 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 info@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!