



**Announcement Date:** February 2, 2012

**Closing Date:** Open until Filled

## **Job Announcement: Program Manager**

### **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. Water.org achieves its mission through a blended platform approach involving local partner organizations, community involvement, appropriate technologies, integration of health and hygiene education/practices, and innovative financing techniques. You can learn more at [www.water.org](http://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 potential travel to areas where Water.org operates. The person selected will report to the Director of International Programs. Major responsibilities are listed below:

- I. Manage and monitor Water.org WASH, microfinance (WaterCredit), and new venture 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
- 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 vision and 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 development, water and sanitation, microfinance, and/or related non-profit organizations
- Experience reporting to and working with institutional donors in the international development arena, particularly with respect to water and sanitation
- Project management experience highly desired
- Knowledge of foreign languages (especially Spanish) highly desired
- Experience in Latin America, sub-Saharan Africa, and South/Southeast Asia 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 [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.

NO PHONE CALLS PLEASE.

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!**