



Job Title: Interim Director of Program & Partnership Development

Department: Program & Partnership Development

Supervisor: Executive Vice President

FLSA Status: Exempt

Duration: October 1, 2019 – April 30, 2020

Location: The Interim PPD Director will preferably be based in either Burlington, VT, or Washington, DC. Other locations will be considered for the right candidate.

Summary

The Interim Director of the Program & Partnership Development department will work closely with the President, Executive Vice President, and other PMC staff and consultants to explore and initiate new program and partnership opportunities for PMC in developing countries. This includes tracking, assessing, and responding to published public calls for proposals, developing proposals, designing projects, and developing and maintaining relationships with funders and partners.

Key in this is overseeing the creation of proposals for funding agencies, working with PMC's VP for Finance to finalize and modify proposed program budgets, working with Program Managers and Resident Representatives to fund additional projects in current country programs, and managing corporate sponsorship / social responsibility outreach for potential private sector funding.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

Tracking, assessment, and response to published public calls for proposals

- Tracking & assessment: Weekly review and 'fit' assessment of newly published tenders, using a combination of DevAid custom search reports, email subscriptions, and direct review of donor databases.
 - Share with Program Manager and Resident Representative any calls relevant to a current PMC follow-on country that pass an abbreviated fit assessment.
 - Determine Go-No Go on each call that fits, in discussion with other relevant staff.
- Response: With support as needed from Program Managers and Resident Representatives, determine target entities for outreach, craft pitch preparation, and manage outreach and follow-up efforts in pursuit of a sub role (regular occurrence) or establishment of a consortium as the prime (rare occurrence). For calls pertaining to a current PMC follow-on project, the Program Manager and Resident Representative will contribute substantially to outreach efforts.

Proposal development

- Utilize PMC proposal templates and ensure all proposals adhere to PMC standards. Includes desk research on current situation and statistics for the various focus themes that a project will address.
 - For current PMC Field Offices: craft proposal documents following and in response to the initial project design and budget design process undertaken by Program Managers and Resident Representatives.

- In response to published calls for proposals: Following an internal assessment and decision to bid on the call, manage all steps of proposal development including contributions from other departments.
- For new countries in active program development stage: Following achievement of significant donor interest and feedback, build out a proposal based on the project concept note, with support from Executive VP and President as well as Research Department. Provide project parameters to Finance for budget development.

External relationship development and maintenance

- Coordinate outreach to and establishment of meetings with targeted big international NGOs (BINGOs) in order for PMC President, Executive VP, and Interim Director to present on PMC's capacities. Follow-up and relationship maintenance is essential.
- Advance corporate sponsorship outreach activities and/or refine outreach approach where able.
- Responsible for managing relationships with independent contractors and consultants and monitoring the quality of deliverables.

Project design

- For new countries: Dependent on timing, additional factors, and following exploratory research/feasibility studies, lead the project design process (including developing a concept note and initial budget planning) for Liberia (or another country) and potentially one additional country.

Administrative responsibilities & supporting roles:

- In collaboration with Prospect Research & Database Manager, support the transition from the DonorPerfect Online database to Salesforce (scheduled for Nov/Dec 2019).
- Finalize PPD Department's 2020 Strategic Implementation Plan and 2020 proposed budget.
- Finalize selection of countries to target for new (and continuing) program development efforts in 2020.
- Design and distribute PPD newsletter in January and April 2020, with support from Marketing & Communications Director.
- Support the President with follow-up efforts and project concept refinement following Oct-Nov fundraising / exploratory trip to Bangladesh.
- Attend PMC Global Retreat in Vermont, Nov 4-8, 2019.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical & Problem Solving

Collects and researches data; uses intuition and experience to complement data; designs work flows and procedures. Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations.

Continuous Learning

Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others. Looks for ways to improve and promote quality; applies feedback to improve performance.

Job Knowledge

Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision.

Use of Technology

Demonstrates required skills; adapts to new technologies; uses technology to increase productivity.

Communications

Expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; speaks clearly and persuasively in positive or negative situations; keeps others adequately informed; demonstrates group presentation skills; participates in meetings; responds well to questions. Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Cooperation & Teamwork

Establishes and maintains effective relations; works cooperatively in group situations; balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests.

Project Management

Communicates changes and progress; completes projects on time and budget.

Leadership

Displays passion and optimism; fosters team cooperation; ensures progress towards goals; mobilizes others to fulfill the vision.

Donor/Partner Focus

Asks questions to discover donor/partner business needs; applies product and market knowledge effectively; presents solutions that meet donor/partner objectives. Initiates new contacts; maintains records and promptly submits information.

Cost Consciousness

Works within improved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Organizational Support & Culture

Shows respect and sensitivity for cultural differences. Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values. Commitment to global population stabilization and related social and health goals.

Dependability

Completes administrative tasks correctly and on time; follows instructions, policies, and procedures; responds to management direction; keeps commitments; is consistently at work and on time; arrives at

meetings and appointments on time. Commits to long hours of work when necessary to reach goals or deadlines.

Achievement Focus

Sets and achieves challenging goals; recognizes and acts on opportunities.

Strategic Thinking

Understands business implications of decisions and organization's strengths and weaknesses; analyzes and demonstrates knowledge of market and competition; identifies external threats and opportunities; aligns work with and develops strategies to achieve organizational strategic goals; adapts strategy to changing conditions.

Planning/Organizing

Able to manage competing demands and handle multiple detail-oriented tasks with limited supervision; able to deal with frequent change, delays, or unexpected events. Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university (Master's Degree preferred); or 5-7 years of experience in international development or non-profit context; or equivalent combination of education and experience. Five to ten years of overall professional experience preferred.

An interest in and understanding of behavior change communications, a keen appreciation for media as a powerful tool for social change, and commitment to global population stabilization and related social and health goals are required.

Ability and willingness to travel internationally. Experience traveling desirable, especially in developing countries. Ability to work with a variety of people of different cultures.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence; excellent writing and fine-tuned editing skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

English fluency required. Written and spoken proficiency in French strongly preferred.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Adobe Creative Suite Design software and MS Office Suite. Experience in DonorPerfect Online, Salesforce, or other CRM preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. Physical ability to travel internationally up to 30% of time is required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.