



## **Job Announcement**

**Director of Programs  
Promundo-US, Washington, D.C.**

**June 2019**

### **Overview**

Promundo-US, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Director of Programs to work in its Washington, D.C. office. This position forms part of Promundo's Programs team, the members of which are mostly based in D.C.

### **About Promundo**

Promundo is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. Promundo's formative research and rigorous evaluation, evidence-based programs, and targeted advocacy efforts strive to create change at multiple levels. Since 1997, Promundo's initiatives – in collaboration with partners in more than 45 countries - have reached nearly 10 million people through programs and training, campaigns and community engagement; and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit: [www.promundoglobal.org](http://www.promundoglobal.org).

### **Job Description**

Promundo-US is looking for a motivated and passionate candidate to join us as the Director of Programs. Based in Washington, D.C., the Director will form part of the Senior Management team and report to the Vice President of Programs and Research. The position has management and technical oversight of all facets of programs that Promundo develops and implements, ensuring proper team management, program delivery and quality control. The position is full time and requires up to 40% travel. Duties will include:

1. Manage and direct Promundo's gender-transformative program portfolio, including responsibility for overseeing the development and implementation of annual strategic plans for projects and grants both in the US and globally.

2. Provide leadership and lead innovation on high-profile projects and programs serving as technical lead on key initiatives.
3. Provide technical expertise on curriculum and program intervention design, development, and evaluation to external partners.
4. Represent Promundo at international and domestic conferences, networks, and events.
5. Develop and nurture strategic partnerships with local, regional and global allies and stakeholders.
6. Negotiate contracts, as needed, with partner organizations in collaboration with the Vice President of Programs and Research.
7. Form part of Senior Management to determine the direction of key strategic, technical and operational matters.
8. Under the leadership of the VP of Programs and Research, work across areas in collaboration with Research and Advocacy teams to ensure high quality outcomes and synergize program implementation, research, and evaluation in existing and future project proposals.
9. Identify potential funding sources for programs and support the Vice President of Programs and Research in developing concept notes and writing proposals.
10. Supervise program staff, independent consultants and fellows, working with them and the VP of Programs and Research to adequately plan projects' scopes of work, timelines, activities and deliverables, as well as identify and troubleshoot problems in a timely and effective manner.
11. Guide the growth and development of program staff, including conducting yearly performance evaluation to assess, monitor and evaluate the skills, performance and professional development needs of staff.

### **Required Qualifications and Skills**

- Minimum 7-10 years of leadership experience in the field of gender-transformative program development and evaluation including in curriculum development, training of professionals, capacity building, program monitoring and evaluation, and applied research
- Master's degree (e.g. MPH, MA) or PhD in a relevant field, with a strong track record of applied coursework in monitoring and evaluation, project management, gender studies, and other relevant skills / knowledge
- Thorough knowledge of and experience in gender and social justice issues globally and/or domestically
- A thorough understanding of the global gender equality space and the key organizations who work within it including key donors, implementing institutions, etc.
- Experience developing and implementing evidence-informed theories of change, log frames, and M&E systems for programs, and developing and delivering gender trainings, particularly in international settings
- A solid understanding of and familiarity with public health research methods to be able to interpret findings
- Experience providing leadership and management of other staff members as part of a well-functioning team

- Excellent writing and organizational skills
- Ability to handle high pressure and stress situations, as well as improvise, adapt and be flexible
- Excellent interpersonal skills and the ability to address complex relationships and projects with kind diplomacy

### **Desired Qualifications**

- Fluency in a second language – Spanish and/or French is preferred, as is Arabic
- Experience in post-conflict and/or humanitarian settings a plus, as having worked abroad in the Middle East and North Africa and/or West Africa region AND/OR
- An understanding of the U.S. gender equality space and the key organizations who work within it

### **Compensation**

The position includes fully paid health insurance, four weeks of paid leave, and retirement benefits.

### **Start Date**

Proposed starting date is early/mid-August 2019.

### **To Apply**

To apply, please send the following documents as **one single PDF file** no later than **July 12th** to [jobs@promundoglobal.org](mailto:jobs@promundoglobal.org):

1. Cover letter
2. Resume
3. Writing sample in English
4. Two professional references

In addition:

- Please write “Director of Programs” as the subject heading.
- Indicate if you are legally authorized to work in the United States,

Only shortlisted candidates will be contacted.

### **Equal Employment Opportunity Statement**

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship

status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.