

POSITION DESCRIPTION

Director | GOVERNANCE & CIVIC ENGAGEMENT PRACTICE AREA

Equal Access International (EAI) – a non-governmental organization (NGO) headquartered in Washington, D.C. – partners with communities around the world to co-create sustainable solutions utilizing community engagement and participatory media and technology. With funding from bi-laterals, multi-laterals, foundations, and individual donors, EAI has a 17-year track record implementing social change projects and currently operates in Afghanistan, Burkina Faso, Cameroon, Chad, Kenya, Mali, Nepal, Niger, Nigeria, Pakistan, and the Philippines.

POSITION OVERVIEW

The person we are seeking to hire as Director to lead our Governance & Civic Engagement (GCE) Practice Area (PA) is responsible for ensuring strong technical excellence in program implementation and meeting annual business development targets. He/she will identify new funding opportunities, conduct capture, and write winning proposals and develop competitive costing strategies; travel regularly to the field; represent the organization with existing and potential clients, partners, and funders and at workshops, conferences, and other public fora; as well as support research and thought leadership within the PA. The Director will ensure high quality program delivery and lead local and headquarters staff in expansion and innovation around existing, planned, and new activities. This position reports to the Director of Programs and Field Operations and works collaboratively with EAI's other practice areas, the Program Management Unit (PMU), and Central Services.

DUTIES & RESPONSIBILITIES

Business Development (BD)

- Identify, track, and prioritize funding opportunities; work with the BD Unit to win competitive procurements, focusing on proposal design, strategy, partnering, recruitment, and other facets of the proposal process.
- Regularly write winning proposals and bring in new business, particularly with the United States Agency for International Development (USAID), the Department of State, other U.S. government agencies and departments, and non-US government donors (UN, DFID, the EU, SIDA, and others)

Practice Area Leadership

- Strategically manage the growth of EAI's GCE PA, focusing on strategy, staffing, programming, M&E, and organizational methodologies.
- Produce and support high quality research and deliverables that demonstrate impact and advance the program evidence base of EAI's programming and approach.
- Empower a culture of learning and innovation at all levels, including identifying cross-program and cross-region synergies and opportunities for learning and collaboration.
- Represent the PA internally, updating EAI's senior leadership as appropriate on significant developments.

Project Implementation

- Ensure effective and efficient program implementation and actively identify and direct the necessary technical resources (i.e. staff, consultants, training, etc.) required for consistent high-quality implementation.
- Serve as a senior point of contact for donors and other stakeholders.

- Ensure all GCE projects and staff operate in full compliance with all organizational and donor rules and regulations.

Monitoring & Evaluation (M&E)

- Work with the PMU to ensure the development of strong data collection (to a DQA standard); M&E processes – including work plans, GANTT charts, and other tools; and analysis of program data on all GCE programs.
- Oversee program assessments (internal and external), ensuring technical input from appropriate personnel is received and suggested improvements are implemented.

Personnel Management

- Supervise field-based Country Directors and PA staff;
- Identify staff capacity strengths and gaps, and design various forms of capacity building and training activities.
- Mentor and develop HQ and field staff to career and professional advancement within the organization.
- Identify potential staff and consultants for GCE projects and new business opportunities.

Thought Leadership and Public Outreach

- Represent the PA externally by attending and presenting at conferences, panels, workshops, and other international fora; by writing in various technical publications; and through social media.
- Organize and convene panels and/or working groups related to governance and civic engagement.

Position details:

A competitive salary and benefits package will be offered. The position is based at EAI's **Washington, DC office** with up to 30% travel, sometimes in demanding physical or security situations.

QUALIFICATIONS

The ideal candidate will be hardworking and highly motivated with significant experience leading international development programs and departments focused on governance and civic engagement. This person is comfortable working in a variety of settings, possesses a curiosity for innovation and new creative program design, and has a proven record in leading successful business development. The ability to establish rapport and achieve goals with a range of internal and external parties is vital.

Required:

- At least 10 years' experience in international development, including at least 2 years in a field-based leadership position managing governance and civic engagement projects funded by USAID or other bi-lateral or multilateral organizations or major foundations.
- Fluency in English (oral and written).
- Master's degree in relevant technical competency area or equivalent additional work experience.
- Significant experience writing winning proposals and bringing in new business particularly with the USAID, the Department of State, other U.S. government agencies and departments, and non-US government donors (UN, DFID, the EU, SIDA, and others).

- Demonstrated experience with strategy development and execution, technical leadership, business development, M&E, and research in governance, civic engagement, and/or anti-corruption.
- Experience in managing multiple types of donor agreements including, but not limited to, contracts, grants, and cooperative agreements.
- Strong financial, administrative, and budget management experience.
- Proven leadership skills and ability to lead teams in diverse geographies, often remotely.
- Ability to create and implement clear, ambitious strategic plans;
- Problem solving and critical thinking skills; ability to break down complex problems.
- Strong communicator, both written and oral. Strong organizational and multi-tasking skills.
- Excellent intercultural communication skills – experience in interfacing with major strategic partners, government ministries, key multilateral agencies, and local staff.
- Ability to work flexibly, outside of normal office hours, and in difficult conditions.
- Strong attention to detail, highly motivated and ability to meet deadlines and prioritize tasks.
- Proficiency in Microsoft Office Applications (Word/Excel/PowerPoint/Outlook) and email.

Preferred

- Strong current networks within the global NGO and international development community, particularly in Washington, DC.
- Experience as a Country Director or Chief of Party (COP)
- Regular participation at a senior level on panels, committee's working groups, and other forums providing thought leadership in governance, civic engagement, and/or anti-corruption.
- Fluency in French and/or at least one other EAI program language.
- Experience designing and managing social and behavior change communication projects.
- Experience working on governance and civic engagement projects focused on one or several of EAI's cross-cutting approaches: championing gender equality & empowering women, youth empowerment and workforce development, participatory media & technology, and research & innovation.
- Significant experience designing and managing media and communications for development programs, particularly using local media (radio and TV), new media, and ICT4D.
- At least two years' experience building and managing global practice areas or program departments in an international NGO
- Experience working in EAI's current countries of operation and ability to lead the organization into new countries where the candidate has previously worked and has strong networks.

APPLICATION INSTRUCTIONS

To apply, please send your resume/CV, a detailed cover letter outlining your interest in the position and specifics on how your background meets the qualifications, along with three professional references to: jobs@equalaccess.org with "Director – Governance & Civic Engagement" in the subject line of the email. Please mention in your cover letter where you heard about the position. Applications will be reviewed on an ongoing basis. **Please apply by July 15, 2019.** Please note that interviews may begin and a candidate may be chosen prior to this date. This is an exempt full-time position. ***Applicants must have the right to work in the U.S. EAI does not provide sponsorship.***