



Program Manager Job Description

Inclusive Development Partners (IDP) is a unique small business whose work focuses on three key areas: 1) Policy and System Strengthening, 2) Research and Evaluation, 3) Training and Technical Capacity. IDP's collective knowledge of disability, inclusive development, and systems change reflects decades of work designing evidence-based, empirical programs that meet the policy and practical objectives of our clients. IDP's founding partners have technical expertise in a wide range of issues related to disability-inclusive development, such as inclusive education, policy, systems change, community engagement, gender, research and evaluation, and collaborating and supporting local stakeholders.

Timeframe: Fall 2023 pending execution of contract, for six months with an extension subject to availability of funds.

Staff Category: Part-time

Specific Responsibilities:

This part-time position is responsible for a range of technical, administrative, financial, management, and operational project and proposal support tasks, as well as conducting relevant research, evaluation, and implementation activities in the field. This position will be supervised by IDP's President. Specific responsibilities include:

Project-Specific Operations and Management:

- In coordination with the Project Director, manage all phases of project implementation, from project start-up to close out, with a focus on operational and financial tasks, including:
 - On-boarding all consultants, including the gathering of biodata verification documents, establishing the daily rate and establishing contracts
 - Reviewing consultant and subcontract invoices for Executive Director approval and processing
 - Creating invoices and reconciliations to send to clients/prime contractors, including the management of all supporting documentation in line with donor requirements
 - Providing quality checks of other project managers' invoicing and reconciliation documents as needed
- Developing and maintaining project management schedules, work plans, and other general resources and tools.

- Establishing and maintaining project budgets, monitoring expenses on a monthly basis, and helping to design and implement strategies that address financial performance issues and help to identify risks.
- Approve travel and consultant requests, prepare information for contract modification requests, and other actions for submission to clients.
- Tracking completed/approved deliverables and producing briefing documents to summarize project work, especially those required by donors and for the IDP website.
- Lead the development of regular reporting to donors, including producing initial drafts and overseeing revisions by other team members.
- Support IDP foreign national staff and long-term consultants in other countries by serving as their primary operational and technical point of contact.

IDP-Specific Operations and Coordination

- Support IDP's strategic growth and efforts to continuously improve and strengthen operations and administrative and financial oversight.
- Review project expenses for approval
- Review and approve IDP staff timesheets for related project(s)
- Manage and supervise IDP Project Coordinators as assigned and oversee their personal and professional development
- Participate in IDP weekly HQ meetings and monthly all-staff meetings and present on key technical issues to improve all staff's capacity.

Project-Specific Research and Technical Support:

- Lead the production of specific technical documents or reports according to expertise as assigned.
- Review tools, trainings, technical documents, and reports for technical input and edit as needed.
- Support the development of research tools and protocols, conduct literature reviews, analyze qualitative and quantitative data, and support the development and implementation of training partners in the field.
- Liaise with clients and implementing partners and subcontractors based globally, including ensuring alignment with project deliverables, data collection, implementation activities, reporting, and knowledge sharing.
- Present research, evaluation, or programmatic findings at conferences, communities of practice, or other relevant events as opportunities arise.
- Prepare and conduct technical trainings as needed both remotely and in other countries.

Proposal-Specific Support

- Identify capture opportunities in review and consultation with other IDP staff
- Prepare proposal documents, including financial and budget documents, supporting documentation, and technical support.

- Serve as technical lead and proposal lead on a variety of proposal opportunities.

Essential Qualifications

- Minimum of a Bachelor's degree in special education, inclusive education, international development, social sciences, or a related field (Master's degree preferred)
- Minimum of 5-7 years of progressively responsible professional work experience in one or more of the following fields:
 - International development
 - Education
 - Program management
 - Research and evaluation
 - A related field
- Strong technical knowledge around the rights of persons with disabilities, inclusive education, teacher training, international educational development, or related topics and strong experience in Nepal (preferred)
- Excellent writing and analytical skills, including the ability to take leadership in developing lengthy, detailed reports for donors
- Excellent self-management skills, including the ability to manage competing responsibilities under tight timelines
- Demonstrated experience working on one or more projects while simultaneously providing support to proposals
- Strong knowledge of donor/client requirements and how to apply them to project management, including financial oversight and compliance
- Strong communication skills, including engaging with a fully remote team of staff and consultants on a daily basis
- Willingness to travel overseas for short-term assignments (estimated 5-10% and COVID dependent)
- English language fluency (written and spoken)
- Be able to provide proof of ability to work within the United States legally

Preferred Qualifications

- Prior experience working for USAID-funded projects, particularly in similar project management positions, with an understanding of USAID compliance and regulations
- Prior experience writing reports for international development donors, with evaluation reports being an asset
- Strong project management expertise, including supervision of international consultants, project budgets, work plans, and other operational requirements
- Experience working with other marginalized groups, including issues related to gender, ethnic minorities, or LGBTI populations
- Language proficiency in French, Spanish, or Arabic

IDP is an equal-opportunity employer. Persons with a disability are encouraged to apply.

This position will be based remotely within the United States. Successful applicants are expected to have adequate workspace and access to quality internet and travel is expected.

Interested applicants should submit their CV, a cover letter, and two writing samples to info@inclusivedevpartners.com by October 16, 2023.