

EPISCOPAL RELIEF & DEVELOPMENT

JOB DESCRIPTION

TITLE: Program Officer

REPORTS TO: Director, Global Disaster Response & Resilience

DEPARTMENT: Global Disaster

DIVISION: Global Programs

LOCATION: USA

EFFECTIVE DATE: 10/15/2024

PRIMARY FUNCTION/PURPOSE: The Program Officer resources global partners for preparedness and response to disaster, with a primary focus on work in the United States. The Program Officer also supports communities in long term recovery. The Program Officer works closely with Director, Global Disaster Response & Resilience and the Global Disaster team in supporting Episcopal Relief & Development's core values and strategic goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Relationship Management:* Manage key portfolio of program relationships with Episcopal Relief & Development's grantees (partners) and their key stakeholders, including, but not limited to, national and provincial church structures and Anglican and other faith-based agencies.
- *Grants Management:* Manage grants for a portfolio of response and recovery projects in line with the organization's standard operating procedures for the phases of Initiation, Planning & Set-up, Implementation and Close-out. Support partners with proposal and budget development, and monitoring, evaluation & learning (MEL), including, but not limited to, training on Episcopal Relief & Development formats, providing grant guidelines and management tools, preparing annual Memorandum of Understanding, soliciting and reviewing reports and encouraging partner transparency and accountability.
- *Project & Program Results Management:* Support partners in establishing a rationale (theory of change) for key programs and the strategic development of a participatory monitoring, evaluation and learning framework for their programs, including, but not limited to, identifying key outputs and benchmarks of progress, sharing measurement tools, facilitating learning and adaptation discussions and conducting and analyzing baseline/midline/endline studies.
- *Recordkeeping & Data Management:* Create and maintain partner- and program-specific files within International Programs' folders and Monitoring & Evaluation Database, and

ensure timeliness and integrity of data for internal and external use including, but not limited to, partner information, project and budget information, participant data, output and outcome data, financial data and payment scheduling and recording.

- *Partner Due Diligence*: Ensure portfolio of partners remain in compliance with board-mandated due diligence policy, including, but not limited to, establishing open communication channels, conducting visits to partner headquarters and field locations, performing financial spot checks and collecting key organizational documents such as internal control policies and annual organizational audits.
- *Partner Institution Strengthening*: Support portfolio of partners in identifying and addressing organizational capacity building gaps, coordinating the development of partner-focused capacity building and risk management plans in collaboration with Institution Strengthening staff.
- *Back-up Support*: Provide assistance to program-focused colleagues as needed to fill gaps, contribute perspectives and facilitate other partner and grant management tasks.
- *Major Grant Supports*: Collaborate with Institutional Partnerships staff on major grant initiatives identified for portfolio partners, including, but not limited to, supporting major grant proposal writing, liaising with field-based partner teams, analyzing and synthesizing programming data and financial expenditures, reviewing and writing reports and ensuring accuracy and integrity of information submitted to major grant donors.
- *Internal Liaison*: Serve as a liaison with principals and other departments on issues regarding grants management portfolio, including, but not limited to payment processing and story filing.
- *External Representation*: Represent organization at international meetings and conferences to present program results and impacts, and increase the profile of the organization.
- Perform other duties as assigned.

SUPERVISORY REQUIREMENTS:

- While there are no direct supervisory responsibilities, the position may require:
 - Engagement and oversight of key deliverables of external consultants, vendors and/or interns
 - Coordination and accountability for internal working groups

EDUCATION:

- A Bachelor's Degree in related field and/or equivalent experience
- An Advanced Degree such as Master's Degree in International Development preferred

EXPERIENCE:

- A minimum of four (4) to eight (8) years of program management experience in an international development or emergency response organization
- A minimum of two (2) years of field-based partner-led implementation experience
- Direct experience working in a fragile context with a humanitarian disaster response is a plus.
- Demonstrated program management, monitoring, evaluation and learning experience
- Experience in planning and management of government and/or foundation grants required

RELATED SKILLS:

- Project management skills; adept at analyzing, planning, scheduling, estimating and measuring to make effective decisions about project scope, cost, time and quality

- Team leadership with strong communication and interpersonal skills, and proven ability to manage complex or difficult situations with tact, diplomacy and good humor
- Detail-oriented with strong organizing, prioritizing, goal-setting and time management skills for effective self-management, task execution and personal accountability
- Understanding of the humanitarian & development sector with proven ability to observe, consider and contextualize for appropriate cultural and location-specific awareness and adaptation
- Proven ability to collaborate effectively and produce high quality work as part of team
- Demonstrated ability to establish and build relationships with a diverse array of professional and community groups
- Fluency in English essential; Spanish, Portuguese or French also preferred
- Passionate about Episcopal Relief & Development's mission and impact

OTHER REQUIREMENTS:

- Ability and willingness to travel up to 40% of the time in diverse and under-resourced environments
- May be required to work long hours and a varied schedule including evenings and weekends

SALARY & BENEFITS:

Annual salary range of \$85,000.00-\$90,000.00

Competitive, comprehensive benefits package offered

How To Apply:

Email resume and cover letter to careers@episcopalrelief.org with the subject line "Program Officer" For more information, visit our website at www.episcopalrelief.org.

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