

Executive Director of Programs

Type – Full time (Remote until further notice)

Location- Alexandria, VA

Reporting – Chief Executive Officer

Position Overview

Nascent Solutions, Inc. (Nascent) is seeking to recruit an experienced Executive Director of Programs (EDP) who will play a pivotal role in the strategic and operational oversight of the programs department. The EDP will be responsible for the management of all aspects of program activities, strategy, planning, on-time implementation, budget, compliance, complex donor regulations, and serve as a liaison to country programs with support from the technical team. A key aspect of this role will be enhancing structural effectiveness and integrity, providing staff leadership, and building partnerships and alliances to meet project goals and expand the program portfolio.

Company Details

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. In the last 16 years Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, check www.nascents.org

Essential Duties and Responsibilities

Program Impact

- Provide cross-departmental direction and technical leadership to program staff
- Develop technical strategies based on statistical and market data for the expansion of practice areas by identifying opportunities for organizational growth
- Lead implementation and review of strategic plans and initiates steps to align staff roles, responsibilities, and priorities with program activities
- Oversee the development of compelling and impactful program outcomes to increase company reputation within the humanitarian and development industry
- Direct technical team by fostering meaningful career development through coaching and mentoring
- Ensure cutting-edge innovations about in-country program approaches to challenges are captured for marketing distribution to expand alliances, inform audiences and potential donors
- Utilize analytical metrics for monitoring results to ensure donor requirements are met, compliance regulations, project outcomes, and performance targets are met
- Create measurable goals, objectives, and assessment for reporting, coordinating, and examining activity reports through the project cycle with the staff to achieve project deliverables
- Develop and enhance the systems needed to gather internal and external organizational performance data and utilize statistics to assess and improve impact

Leadership and Internal Management

- Support initiatives to build relationships with partner organizations from the advocacy, public policy, philanthropy, research, and other scopes of influence
- Embody an executive presence, a dynamic professional style, and the ability to inspire confidence within the program department and at all levels within the organization
- Proactively lead the development of inter-team communication and cohesiveness, sustaining a participatory and empowering culture
- Create and manage long-term program milestones and strategic objectives including development of annual goals through a collaborative, technical staff-based process

- Establish benchmarks and metrics to evaluate technical staff and organizational performance
- Develop and track evaluation mechanisms for feedback and program assessment

Compliance Policy, Budget Analysis and Grant Management

- Participate in developing the annual budget and ensure programmatic activity adheres to the financial proposals
- Develop detailed strategic planning objectives which ensure core regulations, grant compliance, agreements constraints, contract, and donor mandates
- Track complex project funding requirements, metric indicators, expenditures, and budget projections by reviewing financial needs for program parameters
- Participate in yearly activities such as costing, budget reviews, goal setting, and performance evaluations

Proposal and Business Development

- Develop approaches to expand the portfolio by building partnerships in key regions and technical areas
- Assist with determining, managing, and executing multiple simultaneous bids and proposals, including with USG, other bilateral, and private sector (corporate and foundation) donors
- Assist with tracking of business forecasts, go/no-go decision making, manage pre-bid preparations, including coordinating and contributing to capture teams, and ensuring quality proposal submissions
- Support proposal development by coordinating technical, cost, staffing, partnering, and operational teams and serving as a proposal coordinator and reviewer
- Coordinate business intelligence collection efforts and assist in the development of concept notes, letters of interest, and solicitation responses for contracts, grants, and cooperative agreements
- Review RFPs/RFAs, support the design of proposal documents, timelines, templates, and processes that guide proposal development in an efficient manner
- Assist with drafting of teaming agreements, MOUs, and other efforts to improve new business development initiatives

Required Skills, Qualifications and Attributes

- Advanced degree in International Development, Global Relations, Program Management, Business Administration, or a related discipline.
- Certified Project Director (CPD), Project Management Professional (PMP), Portfolio Management Professional (PfMP) or Certified Associate in Program Management (CAPM) certification
- 10+ years of experience with project management of donor-funded international development activities, preferably in support of programming in Sub-Saharan Africa with USDA/USAID experience
- Demonstrated technical expertise of grant compliance, US government award mechanisms, risk assessment, monitoring and evaluation of programs and contract rules and regulations
- 10+ years of proven experience in managing multiple grants, cooperative agreements and/or contracts within a nonprofit, foundation, private, or public sectors
- Familiarity with trends in multiple international development sectors, and advanced knowledge in at least one sector
- Successful track record of building and managing efficient and sustainable organizational infrastructures, including demonstrated ability to manage multiple projects, staff, and new initiatives
- Profitable track record in setting priorities, shaping processes, guiding investment in people and systems, and developing an infrastructure that creates a stronger and more efficient organization
- Superb research and writing skills with the ability to quickly grasp technical aspects of global challenges
- Exceptional administrative and detailed oriented with the ability to see projects through to completion
- Advanced computer skills with solid MS Office understanding, expertise in program management software and of various grant platforms (Oracle, Workspace, Deltek, and/or Salesforce is a plus)
- Demonstrated experience in preparing project extensive reports with budget indicators, detailed work-plans, and other program design documents backed by statistical data and programmatic research
- Thorough knowledge of and networks within the international development community is a plus
- Exceptional time management skills with the ability to deliver under tight deadlines

- Willingness and ability to undertake a comprehensive range of tasks, as necessary
- Ability and willingness to travel internationally 15% of the time once restrictions are lifted

How to Apply

Interested candidates should submit a cover letter, CV, to recruitment@nascents.org. Please include **“Executive Director of Programs”** in the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. Closing date for applications is **November 30, 2020**. *Salary commensurate with experience*. Current work authorization in the United States is required.

About Nascent Solutions

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation. Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.