

**POSITION DESCRIPTION**

**Program Director**

**June 2016**

## The Millennium Water Alliance (MWA) is a consortium of leading development organizations helping to bring safe drinking water, sanitation, and hygiene education to the world’s poorest people. MWA works with governments, corporations, foundations, individuals, and other non-governmental organizations to advance best practices, share knowledge, build collaborations, and advocate for greater commitment to this global goal. MWA’s members are CARE, Catholic Relief Services, El Porvenir, Food for the Hungry, Global Water, HELVETAS Swiss Intercooperation, IRC – International Water and Sanitation Center, Living Water International, Pure Water for the World, WaterAid in America, Water For People, Water Missions International, Water.org, Water4 Foundation, and World Vision. All members must share in the mission and standards adopted by MWA, and demonstrate their commitment to water and sanitation programs that embody the values of transparency, accountability, and cultural sensitivity in all their work.

## **Position: Program Director**

## Organization: **Millennium Water Alliance (MWA), www.mwawater.org**

## Position Type: **Full time**

## Salary: **Competitive, based on qualifications and experience** Education: **A minimum of 15 years working in the WASH Sector, a technical expert with an advance relevant degree** Location: **Washington, District of Columbia, United States** Language(s): **English, Spanish (desired)**

## Reports to: **MWA’s Executive Director**

Nationality: **National or legal resident in the United States of America.**

**Job Summary**

Reporting to the Executive Director, and acting as Deputy Executive Director in his absence is the leader of the Program and Advocacy Team.

**Duties and Responsibilities**

**Executive Duties (**10%)

Work closely with the Executive Director on Strategic programmatic planning, policies and program responsibilities.

Provide high-level program support over MWA’s Programs to ensure alignment with the MWA Strategic Plan and national WASH strategies

Attend and prepare materials for program Committee, Executive Committee and Board meetings

In absence of the Executive Director, the PD acts as the Head of Office in charge of the MWA‘s Washington office providing oversight and day to day support as needed

**Supervision** (20%)

Supervises, leads, guides and supports MWA’s Program and Advocacy team Writes/revises job descriptions. Interviews and selects staff with input from others. Orients, trains, and coaches staff. In consultation with the Executive Director, recommends and/or initiates personnel actions such as merit increases and other salary adjustments, promotions, transfers, terminations and disciplinary actions including performance improvement plans. Completes all performance management activities including: performance planning, monitoring, and 90-day, six-month, and annual performance appraisals.

**Program Quality, MEL and Knowledge management** 15%)

* Identify, define and design critical support systems and services the most critical being knowledge sharing and management information systems.

* Support national programs to ensure standards for program quality, Monitoring, Evaluation and leaning.
* Involvement on high-level MWA program themes, innovations, and integration of programming drawn from the experiences on the ground of MWA and its members. This will require to work effectively with others to get quality outputs as well as delivering own outputs. Critical analysis of successes and challenges in the field based on program reports.
* Maintain up-to-date knowledge of relevant WASH research and sector knowledge, learnings, guidelines, and trends.
* Ensures MWA program and members’ experience translate into relevant case studies, research, publications, and/or presentations.
* Participate in design, implementation, data analysis and writing of applied research studies performed as part of MWA’s programs.
* Develop communications products to leverage program-based evidence for advocacy and development purposes, including internal documents, narrative articles, and external publications.
* Ensure MWA’s Advocacy efforts are fully integrated with Programs and respond to MWA’s Strategic Plan

**Program development** (40%)

* Together with the Executive Director, takes an active role in the identification, cultivation and successful development of new business opportunities.
* Works closely with the Executive Director and other members of the MWA team to identify, develop and submit proposals, concept papers and expressions of interest to a wide range of private, institutional, and bilateral donors.
* Continually monitors funding opportunities/solicitations from bilateral donors such as USAID, DFID, SDC, GIZ, DANIDA, and the EU and from US and international foundations and donors.
* Take a lead role in the development and strategic expansion of MWA’s programming through the mobilization of financial, human, intellectual, technological and other in-kind resources to support MWA core business and overall operations
* Take the lead in writing and consolidating proposals, Concept Note to Donors and responses to RFAs/RFPs.

**Representation and Linkages** (15%)

* The program Director provides representation for MWA’s programs with the MWA Board of Directors and internal and external constituencies. The PD is responsible for establishing and maintaining productive linkages and relationships with USAID in Washington DC, Foundations, bilateral and Multi-lateral donors, and International NGOs.
* The PD is actively involved in effecting policy change and supporting MWA’s communication program.
* The Program Director Actively represent MWA and participate in Global and US sector conferences and forums.
* The PD develops and cultivate productive working relationships with Private Sector , Foundations multi- and bi-lateral donors and national governments
* The PD engages in WASH US and Global networks of experts to exchange experiences and keep MWA‘s programs updated and at the cutting edge of the WASH Agenda. In particular towards the implementation of SDGs

**Qualifications and demonstrated abilities**:

Previous experience as a Program Director in similar settings is required, in addition to a proven program development background:

* At least Master’s Degree in related field and 15 years of field experience in humanitarian relief or development programs focused on Water, Sanitation and Hygiene in Africa and Latin America. At least ten years of this experience must demonstrate leadership and management capacity in similar positions.
* Commitment to partnership values and approaches.
* Demonstrated ability to build excellent personal and organizational relationships
* Demonstrated analytical skills, strategic and system thinking, ability to manage multiple stakeholder’s needs.
* Ability to meet multiple deadlines under pressure;
* Proven knowledge of donor practices, the program proposal process, and humanitarian or development program solicitations and applications.
* Ability to conduct and or supervise new program assessments and write cogent proposals and budgets.
* Current Knowledge and understanding of the water and sanitation sector, Issues and trends.
* Ability to set up RFP/RFA strategies and manage deadlines.
* Ability to communicate clearly and persuasively.
* Excellent writing and editing skills.
* Coordinate and lead teams of expatriates and local staff.
* Ability to provide and respond to questions accurately and comprehensively.
* Fluent written and spoken English required.

This is a f**ull-time permanent position located in Washington DC** Salary range is commensurate with experience. Some international travel will be required, most frequently to Ethiopia, Kenya and other countries in East Africa as well as in Latin America.

**MWA is an Equal Opportunity Employer**/Affirmative Action employer that is committed to diversity in the workplace.

Applicants should forward a cover letter, CV in reverse chronological format, and a list of at least 3 professional references (name, contact information, and statement of relationship to the reference) to [mwa.programdirector@gmail.com](mailto:mwa.programdirector@gmail.com). Do not call in reference to this position. Only shortlisted candidates will be contacted. Thank you in advance for your interest.