

OPEN POSITION: Senior Director of Programs**REPORTS TO:** Executive Director**LOCATION:** Remote, or Washington DC**HIRING NEED:** Immediate ; Full-time**BACKGROUND**

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 15,000 global health practitioners- CORE Group member organizations (over 250), scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world. Learn more here: www.coregroup.org.

CORE Group manages a variety of programs to serve communities around the world, ranging in technical program areas (SRMNCAH, immunization, and Social and Behavior Change) funded by family foundations, USAID, private sector, and Gavi. Our portfolio is growing and we are in need of a **Senior Director of Programs** who has a wide range of technical expertise, as well as strong management experience, including resource and partnership development.

JOB DESCRIPTION

The **Senior Director of Programs** will will work closely with the Executive Director, but be the key team member to manage program staff, who are located around the world and work virtually. We have an office in Washington DC, where the Executive, Operations and Finance team is located, as well as the Global Health Fellow.

RESPONSIBILITIES

General responsibilities will include, but not be limited to the following:

Provide technical support and management for CORE Group projects

- Manage and work closely with key staff members on each project to ensure program quality, review progress on implementation, monitoring and evaluation, reporting and advise accordingly to achieve project results; Manage overall projects incorporating project management standards and MEAL methods, appropriate to scope, context and technical requirements of projects. Coordinate planning of activities across various projects from different sectors to ensure integration of program interventions and efficiency in implementation, when necessary. Ensure quality and timely reporting from staff, and to donors.
- Establish collaborative partnerships with implementing partners, technical experts, and other stakeholders involved in the projects, to foster positive relationships;
- Create and maintain proper conditions for learning. Establish a safe environment for sharing of ideas, solutions, and difficulties and the capacity to detect, analyze and respond quickly to deficiencies.

- Assist in the development of the technical capacity of project staff, after reviewing professional development plans and assessing their needs;
- Provide guidance and technical advice on specific projects' approach, methodology, and any aspect of the project that may need technical guidance. Troubleshoot areas that are presenting challenges and work collaboratively to find solutions.
- Participate in project meetings, when necessary, and provide inputs, when appropriate.
- Participate in strategic discussions with the Executive Director and Board of Directors around Program development and direction, in line with CORE Group's strategic plan.
- Ensure that relevant communications materials and highlights of programs are shared with the Communications and Knowledge Manager.

Administration and finance responsibilities for all programs

- Review and become familiar with relevant administration, personnel, and finance documents that are being used for all programs and subsequent projects;
- In conjunction with the Finance Director and Operations Manager, plan, approve, track, manage, and ensure efficient and effective use of project funds that are designed to support project implementation for the small grants project;
- Provide leadership, delegate responsibility, supervise work, and appraise the performance of Project team members;
- Review and approve financial spending requests, per the project workplan and budget.

Partnership development & external relations

- Represent CORE Group in meetings, forums, etc. that are of importance to CORE Group members and the broader CORE Group community;
- Participate in and lead external meetings and conferences, as requested, to share the progress and learning of the CORE Group's portfolio of programs;
- Develop and maintain relationships with the CORE Group Working Group Co-chairs, and relevant CORE Group members
- Maintain external communication with donors and other stakeholders.
- Participate in the planning and implementation of CORE Group's annual conference, in the US or regionally.
- Travel for meetings or project monitoring as necessary, given budget guidelines.

Resource Development

- Work closely with the CORE Group Executive Director in resource development, when needed, for technical input into proposals

REQUIREMENTS

- Master's degree in public health, international policy, maternal and child nursing, adolescent health, international studies, international development, project management, or similar educational training
- Demonstrated technical experience in a variety of technical areas (10+ years) and expertise working with low-and-middle-income countries, with equitable approaches.
- Experience managing small grants/sub-grant programs.
- Experience in technical capacity building of community-based organizations, participatory approaches, and understanding the principles of decolonization of global health, as well as health equity approaches.
- Over ten years of experience with project management necessary

- Project management certification preferred. Knowledge of project management software necessary.
- Experience working with a non-governmental organization is necessary
- Experience working with a wide portfolio of donors necessary, as well as intricate knowledge of business development and grant writing. Knowledge of different levels of compliance necessary.
- Experience managing small grants programs preferred.
- Experience leading remote teams, delegating effectively, and managing multiple time zones.
- Experience in Microsoft Suite, Office365, video conferencing software, and project management software (Mondays.com).
- Excellent written and oral communication skills.
- Ability to multi-task, solve problems and manage multiple deadlines.
- Must have the ability to work with flexibility in a team setting.
- **Fluency in English required.** Knowledge of **French** is preferred.

CORE Group has an office in Washington DC and operates with a hybrid model of working. However, this position can be remote, from any location in the world, but must be available for United States East Coast (ET) time zone meetings, as well as time zones of the selected countries. **Women, people living with disabilities, indigenous persons, and members of the LGBTQI+ community are encouraged to apply.**

The annual salary range for this position is \$116,000 - \$125,000, in addition to a generous benefits package.

HOW TO APPLY

To apply, please email your resume and cover letter to jobs@coregroup.org. Use "Senior Director Programs" as the subject line. Only potential interviewees will be contacted.

Please apply by **January 21th, 2023**