

For over 80 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children and Climate.

Program Officer, Global Programs (Remote USA or Ghana)

The Program Officer supports and works with international partners to implement international social and economic development programs that have an impact on climate adaptation and climate resilience. The Program Officer also supports partners to respond to, learn from and mitigate against the disasters impacting their communities and works closely with Director, Climate Resilience Initiatives in supporting Episcopal Relief & Development's core values and strategic goals.

As Program Officer, you will:

- 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.
- Manage grants for a portfolio of country-level projects and programs in line with 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.
- 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.
- 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.
- 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.

- 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.
- Provide assistance to program-focused colleagues as needed to fill gaps, contribute perspectives and facilitate other partner and grant management tasks.
- Represent organization at international meetings and conferences to present program results and impacts, and increase the profile of the organization.
- 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.
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You Are:

- A confident communicator with exceptional facilitation, critical analysis and conflict resolution skills, including in a remote work environment with digital communications methods
- A detail-oriented multi-tasker who is adept at managing competing priorities and meeting deadlines in a fast-paced environment
- An enthusiastic team member who is excited to work across technical sectors and with a diverse array of community and faith-based actors with tact, diplomacy and sensitivity to cultural diversity
- Visionary, energetic and entrepreneurial
- Able and willing to travel up to 30-40% of the time and work a varied schedule including evenings and weekends.

You Have:

- A shared commitment to Episcopal Relief & Development's values, principles and philosophy
- A Bachelor's Degree or equivalent experience
- An Advanced Degree (MA) in International Development preferred
- 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
- Project management skills; adept at analyzing, planning, scheduling, estimating and measuring to make effective decisions about project scope, cost, time and quality
- Fluency in English essential; Spanish, Portuguese or French also preferred



Salary & Benefits:

- Annual salary range of \$85,000-\$ 90,000
- 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.

** Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.