

## 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:** 1/14/2026

**PRIMARY FUNCTION/PURPOSE:** The Program Officer, Global Disaster Response & Resilience, resources a portfolio of global partners providing technical guidance and grant management support advancing key objectives of the strategic plan. The Program Officer works closely with the Director of Global Disaster Response & Resilience, Senior Technical Specialist, and other Program Officers in the areas of emergency preparedness, response, and long-term community recovery addressing disaster related issues such-as: climate risk, people on the move, and other identified priorities.

#### **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/endpoint 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 (ex. Community Development, International Development, etc.) and/or equivalent experience
- An Advanced Degree in related field preferred

#### **EXPERIENCE:**

- A minimum of six (4) to ten (8) years of program management experience in a development or emergency response organization
- A minimum of five (2) years of field-based partner-led implementation experience
- Work experience engaging with People on the Move and/or Climate Related Issues
- Working knowledge of SPHERE and Core Humanitarian Standards
- Working knowledge of NVOAD system helpful
- Demonstrated track record in designing and managing complex emergency response and integrated community recovery programs, with a special emphasis on programming that recognizes and engages the assets of the Church

- Proven 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 and Spanish essential
- Passionate about Episcopal Relief & Development's mission and impact
- Commitment to organizational values and cultural diversity, equity and inclusion in the workplace.

**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 \$84,000-\$95,000**

Competitive, comprehensive benefits package offered

**How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Program Officer "For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications.

Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.