

Program Manager

Type – Full time

Location Required in-person at Headquarters - Alexandria, Virginia

Reports To – Chief Executive Officer.

Position Overview

Nascent Solutions, Inc. (Nascent) is seeking an experienced professional to play the pivotal role of Program Manager at its headquarters. The Incumbent will provide strategic and operational oversight to the programs department. The Program Manager will liaise with the technical and country teams to provide oversight and support on program strategy, planning, activities, on-time implementation, and budget and ensure compliance with donor regulations. A key aspect of this role will be to enhance programmatic effectiveness, provide staff leadership, and build partnerships that help achieve company goals and expand the program portfolio.

Company Brief

Nascent is an African women-led international development organization founded in 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 18 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, visit: www.nascents.org

Essential Duties and Responsibilities

Program Impact

- Provide cross-departmental coordination and programmatic oversight
- Develop program strategies based on market data for the expansion of practice areas by identifying opportunities for organizational growth
- Track implementation and review of work plans and initiate steps to align staff roles, responsibilities, and priorities with program activities
- Oversee the development of compelling and impactful program reports to enhance company reputation within the humanitarian and development industry
- Direct technical teams by fostering meaningful career development through coaching and mentoring
- Ensure cutting-edge innovations within in-country program approaches to challenges are captured for marketing distribution to expand alliances, inform audiences and potential donors
- Ensure donor requirements, compliance regulations, project outcomes, and performance targets

- Create measurable goals, objectives, and assessment tools for reporting, coordinating, and reviewing activities throughout the project cycle
- Develop and/or enhance processes and procedures for gathering program performance indicators to assess and improve impact

Leadership and Internal Management

- Support initiatives that build relationships with partner organizations within advocacy, public policy, philanthropy, research, and other scopes of influence
- Lead the program department with confidence by proactively overseeing inter-team communication and cohesiveness and sustaining a participatory and empowering culture
- Create and manage short/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 department performance
- Work with ME&L Department to analyze 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 that ensure core regulations, compliance, agreements constraints, contract, and donor mandates
- Track complex project funding requirements, sub-awardee progress, 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

Required Skills, Qualifications and Attributes

- BA/S degree in International Development, Project Management, Business Administration, or a related discipline
- Certified Project Director (CPD), Project Management Professional (PMP), Portfolio Management Professional (PMP) or Certified Associate in Program Management (CAPM) certification is a plus
- 10+ years of experience with project management preferably in Sub-Saharan Africa
- Demonstrated technical expertise in grant compliance, reporting, US government award mechanisms, risk assessment, monitoring and evaluation of programs and contract rules and regulations
- Demonstrated 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
- Strong research and writing skills with the ability to quickly integrate new trends and research into the programmatic strategy
- Must be detail-oriented with exceptional administrative skills and the ability to see projects through to completion
- Advanced computer skills with solid MS Office understanding, expertise in program management software and other management platforms (Oracle, Workspace, Deltek, and/or Salesforce is a plus)

- 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, and 3 references to recruitment@nascents.org. Please include **“Program Manager” in** the email subject line. CVs without cover letters will not be considered. Please note that only shortlisted candidates will be contacted. The closing date for applications is **November 10, 2023**. *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.