



**(SENIOR) PROGRAM MANAGER, ADVANCING DIVERSITY EQUITY
INCLUSION AND ACCESSIBILITY
JOB DESCRIPTION**

Hours: Full-time

Location: Washington, DC/VA/MD area preferred but not required

OUR COMPANY:

WI-HER, LLC is an international consulting firm that identifies and implements creative solutions to complex development challenges to achieve better, healthier lives for all persons. We employ an integrated, multisectoral approach that works across sectors to improve outcomes and achieve sustained development. WI-HER, LLC is a woman-owned small business based in Vienna, VA. Our office is fully remote at this time.

PRIMARY PURPOSE:

This is a unique opportunity for an individual with strong program management, writing, and DEI-A experience, interest in global development, and a passion, and desire to grow a small business. The candidate would work closely with the Company's Director, Program Implementation, President and Founder, and Business Development team. Generally, this candidate will lead our new portfolio of US/ domestic opportunities as well as some international programs, focused on advancing DEI-A in public and private institutions, as well as act as lead writer for opportunities focused on DEI-A through the GSA platform.

DISCLAIMER: The below is an outline of generally the candidate we're looking for, and roughly the responsibilities we'd like fulfilled by this position. But in truth, we're not sure exactly what this role is going to look like long term, other than: we absolutely need this role long term, likely with more ownership and responsibility attached.

The individual who is the right fit for this role will not only need to be okay with some ambiguity and uncertainty as we figure out the exact scope of the role together, but will be excited by the opportunity: to apply your experience, determination, and creativity towards building out a new role that both creates leverage for our leadership team and helps us achieve WI-HER's mission in creating healthier and better lives for all persons in the communities we serve.



RESPONSIBILITIES

Program/Technical:

- Member of senior technical leadership team, participating in leadership meetings
- Manage and oversee technical, development and implementation of planned and ongoing domestic opportunities and within area of DEI-A
- Provide strategic vision and technical oversight for WI-HER and project-related activities in advancing DEI-A domestically and internationally
- Oversee and monitor progress toward contract deliverables and workplan activities and ensure compliance with contract and workplan deadlines
- Coordinate internal and external learning and collaboration opportunities for staff
- Supervise preparation of and submit contract deliverables, including supporting documentation, to partners and donors, as needed
- Develop and oversee maintenance of data dashboards for projects and activities, as needed
- Represent WI-HER in project consortium meetings and presentations

General

- Lead oversee background research on a variety of project-related topics and synthesize results verbally and in writing for wide-range of audiences
- Oversee and review development of training materials, data analysis, and other assistance, as needed
- Facilitate meetings, trainings, and presentations
- Oversee development and review of all quarterly review materials, annual reports, work plans, and KM products
- Lead and participate in learning opportunities such as webinars and conferences among WI-HER's focus areas (e.g., gender, health, education, energy, rule of law)

Evidence generation, dissemination, and growth:

Conferences and peer reviewed publications

- Identify opportunities for publication and support / follow up with teams to develop and submit manuscripts for publication
- Identify opportunities, and support WI-HER submissions to national and international conferences

Business Development

- Act as lead technical writer for all GSA proposals
- Support BD team to identify and initiate new partnerships domestically
- Build and strengthen existing partner relationships, including with governments, CSOs, implementing partners, and donors in portfolio of activities and domestically



- Lead the development and review of portions of technical proposals and annexes and develop relevant charts, tables, and graphics, as needed
- Attend business development meetings and events, as needed
- Provide leadership for new program development within the area of DEI-A

HR, management, operations:

- Supervise program associates and where appropriate, field staff
- In coordination with operations and finance staff, lead the development and monthly monitoring and updates of activity budgets and forecasts
- Identify, finalize and track consultancy hires for project activities, as needed (e.g., preparing terms of reference and scopes of work, based on activity needs; recruiting, interviewing, and selecting consultants; assisting HR with consultancy agreements; supervising consultants and supporting invoice submissions and monitoring of consultancy agreement deliverables and timelines)
- Update and enhance the website and contribute to WI-HER promotional materials and social media efforts
- Work with Communications team to identify and develop blogs, success stories, case studies, etc to share and disseminate work on a regular basis
- Coordinate, conduct, and participate in organizational and project strategy meetings

The (Senior) Program Manager reports to the Director of Program Implementation. The position is remote and may require travel.

QUALIFICATIONS

In order for this role to operate effectively, the following requirements must be met:

- Advanced degree (Masters or equivalent degree preferred) in Human Resource Management, Gender, Social Inclusion, Behavior Change, or related degree.
- 8 years of direct program management experience leading USG and other donor funded projects, domestically and or abroad.
- At least 3 years of experience leading gender equity and social inclusion and / or DEI-A trainings.
- Advanced knowledge of Excel, PowerPoint and Word.
- Resourcefulness in setting priorities and proposing new ways of creating and improving processes in program management and business development.
- Ability and desire to collaborate with a diverse, multicultural and multidisciplinary team.



- Have a demonstrated ability to handle confidential information and use discretion in communicating potentially sensitive information with clients, team members, and the company's broader network.
- Have crystal clear professional written and verbal communication skills with the ability to work with clients, partners, vendors, and internal team members alike.
- Have exacting organizational standards and a calm and friendly, yet persistent follow-up focus in order to ensure things get done on time.
- Have a demonstrated ability to rapidly adapt to new systems and processes, as well as learn independently as needs come up.
- Have solid proficiency with the full Google Suite of products.
- Ability to embrace risk and ambiguity, and to take start-up projects from concept to completion.
- Ability to work collegially within a high-performing team.
- Have a strong, consistent internet connection and a work environment conducive to video calls.

Preferred, but not required qualifications include:

- Language skills.
- Knowledge of GSA Schedule and compliance.
- Prior work with a disadvantaged small business or similar organization.
- Familiarity with GESI work, global health, energy, human rights, education or rule of law projects.

NEXT STEPS

For immediate consideration, please forward your resume/CV (maximum 4 pages with saved in the following format Last name_First Initial_Position applied for) to apply@wi-her.org. Please indicate your name and position in the subject line.

WI-HER is committed to fostering a diverse, multicultural work environment and welcomes a range of backgrounds, life experiences, perspectives, and opinions. WI-HER provides equal employment to all and has zero tolerance towards discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, age, marital status, disability, medical condition, or any other characteristic protected by state or federal laws.