



## **OPEN POSITION ANNOUNCEMENT**

**Water For People** is a global nonprofit working across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that will last. We have a sustainable solution to end the global water and sanitation crisis, and our employees across the world help drive this solution.

Water For People is currently recruiting for the position of **Regional Program Officer – Latin America**. Support the overall development, implementation, promotion, and evaluation of Water For People's programmatic work and support business development activities for Denver-managed and in-country managed donors. The Regional Program Officer (RPO) is critical to the coordination and consolidation of information flows from country programs throughout the rest of the organization. The RPO supports the activities of the Regional Director(s) by representing, communicating, and promoting Water For People's programs in communications and fundraising efforts, and provides grant management, research, and programmatic support to country programs and the Regional Director. The RPO also supports the Regional Finance Manager by understanding the link between budgets and secured and potential funding.

As a member of the Global Programs team, it is also important that the RPO is able to demonstrate a clear understanding of organizational priorities, mission, vision, values, and strategic goals and objectives, as well as trust and teamwork in all aspects of Water For People business. As this role is critical to the effective flow of information and business development with colleagues across the organization, the RPO must model effective teamwork and problem-solving skills and maintain a proactive and positive attitude when faced with challenges.

### **ESSENTIAL JOB FUNCTIONS AND DUTIES:**

1. Support programmatic planning in Latin America:
  - Coordinate and review:
    - Operational plans and budgets
    - Bi-Annual reports
    - Impact Tracking spreadsheets (quarterly)
    - Reflection reports and tools
  - Work with Regional Director and Chief Programs Officer to update Reflection Workshop reporting process and tools annually
  - Lead process of updating Operational Plan, Biannual Report, and Impact Tracking Spreadsheet formats annually in coordination with Regional Director and Chief Programs Officer
  - Coordinate the process of developing Country Strategies
2. Program administration and support internationally

- First point of external contact with Global Programs team for regional programmatic information
  - Support and delegate to Global Programs Coordinator on administrative and logistical information, and with coordination of external visits to Country Programs (CPs) in the region, including planning, and periodically co-leading week-long annual Impact Tours to Latin America Country Programs
  - Central point of contact for the five country programs in the region: Bolivia, Guatemala, Honduras, Nicaragua, and Peru.
3. Maintain organizational information on programs, current and historically
    - Main link to the Donor Impact team from the Global Programs team for all programmatic information needed from Latin America for pitching to donors, answering donor questions, proposals, and grant reports
    - Main link to the Marketing and Communications team for programmatic information from Latin America to review and support creation of content for all external communications and marketing, including web, annual reports, human interest stories, marketing campaigns, the Everyone Forever Tracker platform, and to support translation review of this content when necessary
    - Prepare staff traveling to Country Programs for the first time with programmatic, logistical, and safety information
      - In general, provide up-to-date information on programs in Latin America for the organization including current programmatic successes and challenges
      - Status on progress towards organizational strategic objectives
      - Key learning points around analysis, evaluation, and program documentation
  4. Support Grant Management and Program Design for Latin America Region
    - Serve as Global Programs designated lead for review of program design, concept note and proposal writing, for relationships with complex programmatic planning and reporting requirements in close coordination with Country Program staff, as assigned
    - Monitor program progress and write grant reports in close coordination with Country Program staff, as assigned
    - Understand current programmatic funding, and link between budgets and secured and potential funding
    - As Global Programs designated lead for Latin America, support the Donor Impact staff with proposal development process, and review proposals and reports for programmatic accuracy specific to Country Programs in the Latin America region
  5. Understand and communicate organizational approach, in different contexts to different internal and external audiences, including current and potential donors, and domestic and international partners
  6. Conduct Monitoring, Evaluation, and Learning (MEL) activities to help promote adaptation in programming at country and regional levels
    - Support the Programs Learning Manager on Regional Learning Initiatives for Latin America, with support from Regional Director and Global Programs Coordinator
    - In collaboration with the Program Quality Team and in-country Monitoring & Evaluation colleagues, compile, analyze, and track WASH outputs and progress toward strategic

- objectives for internal and external audiences
  - Provide programmatic review of Latin America content for the Global Programs Newsletter, which is compiled monthly by the Global Programs Coordinator
  - In collaboration with the Global Programs teams (water, sanitation, hygiene, monitoring, water resource management, among others), coordinate and execute regional learning events on these topics and initiatives.
7. Other duties assigned by the Regional Director for Latin America, including but not limited to:
- Reviewing translations of organizational documents and communications (shared with the Global Programs Coordinator, Regional Director, and Regional Finance Manager)

#### **BEHAVIORS AND COMPETENCIES:**

- Connect to Mission – Embrace the Water For People mission and work to align tasks to support mission; align own behavior with the needs or priorities of the organization and demonstrate commitment to the mission; show respect and composure, publicly admit mistakes and commits to learn
- Manage through Ambiguity – Deal comfortably with uncertainty; effectively cope with change; can decide and act without having the total picture; balance thinking with action
- Demonstrate Cultural Awareness – Understand and value different perspectives while looking for the common ground; recognize and respect diversity through words and actions; effectively interact, work and develop relationships with people of various cultural backgrounds
- Action-oriented – Set priorities and take action; has an unwavering commitment to delivering quality work products; recognize needs or opportunities to act; maintain an attitude of open, curious and proactive learning, continually expanding own area of understanding and expertise
- Sense of Team – Create partnerships and effective working teams; consciously use the informal structures, dynamics and culture of an organization to get things done; actively share and seek input in decision-making from appropriate sources; show others how their objectives align with own, getting past individual bias; invest in building relationships with others

#### **QUALIFICATIONS, KNOWLEDGE & SKILLS:**

- Bachelor's Degree in international development or related field, or equivalent work experience
- Master's Degree in relevant field preferred
- At least 5 years of progressively responsible experience in related field
- Professional-level bilingual proficiency in English and Spanish, written and spoken is essential
- Previous experience in a bilingual or Spanish-speaking work environment is required
- At least one year of field experience in a developing country is strongly preferred, preferably in Latin America
- Experience with nonprofit business development preferred
- Good "people skills" and situation judgment in dealing effectively with a variety of constituencies, such as staff, donors, volunteers, and representatives of related organizations
- High degree of commitment to programs in international development and effectively coordinating across departments and cultures
- Excellent written and verbal communication skills

- Experience in or familiarity with the water and sanitation fields; with international development organizations and foundations; and with partner organizations
- Flexible and able to meet tight deadlines and function in a high stress environment while maintaining congeniality and professionalism
- Demonstrated experience coordinating and monitoring multiple projects, with the aptitude to problem solve and respond creatively to changes in implementation
- Ability to demonstrate enthusiasm and leadership in this role
- Previous experience on program planning, reporting and communications
- Practical experience in effectively relating to people of all ranks and professions and experience working successfully in multi-cultural environments
- Strong understanding of Microsoft Office programs including Word, Power Point, Outlook, and with high emphasis in Excel for monitoring data management
- Knowledge of GIS software preferred, but not a requirement

#### **PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

- Ability to travel up to 25% of the time domestically and internationally to low- and middle-income countries where travel sometimes is rugged
- Required to work outside of normal business hours while traveling and when hosting international visitors
- This position may be based at Water For People Headquarters in Denver, Colorado with flexibility to work from home on an ad hoc basis; or work 100% remotely (work-from-home) based in any US state **except** CA, NJ, NY, VT, and WA

*Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*

#### **Contact and Further Information:**

If you are both qualified and Water For People interests you, please visit our [Career Center](#) and apply with your resume and cover letter to this position. Please no phone calls or in-person inquiries.

Deadline for submitting your application is **5 pm MDT, Friday, July 30<sup>th</sup>**.

This is an exempt, full time position.

**Salary Range:** The anticipated starting pay range for this position is \$52,000-\$62,000 annually and may be modified depending upon skills, experience, and geographical location.

**Benefits:** We provide a comprehensive benefits package that promotes employee wellness and success which includes healthcare coverage, life insurance, an employee assistance program, paid time off and parental leave, paid holidays, and a 403(b)-retirement savings plan with employer match. Salary may be modified depending upon skills, experience, and geographical location.

Only shortlisted candidates will be contacted.

Water For People cannot provide immigration sponsorship for this position.

Water For People is an equal opportunity employer who is committed to creating a culture of justice, equity, diversity, and inclusion in our workplace. Water for people strives to create and maintain a level of diversity that reflects the communities we serve. Achieving this—regardless of race, ethnicity, ancestry, tribal affiliation, age, gender, sexual orientation, gender identity, religion, veteran status, disability, socioeconomic class, educational attainment, or other social identities is critical to our ability to have a world where every person has access to reliable and safe water and sanitation services.

Our commitment ensures that we:

- Have a different array of thinking that comes from diverse backgrounds and cultures, enabling us to solve some of the world's greatest challenges.
- Strive for a culture of inclusion and belonging by treating each other with dignity, respect, and appreciation enabling us to feel welcome, supported, and valued.
- Effectively connect, communicate, and build long-lasting relationships with stakeholders within our diverse communities.
- Have diversity of thought, perspectives, backgrounds, identities, and talents that will support our mission to develop high-quality drinking water and sanitation services are available to Everyone Forever.