

Program Manager (US Government), International Development & Relief Job Description

GeoPoll, the world's largest mobile surveying platform working primarily in Africa, Asia, and Latin America, is looking for a Program Manager to join its International Development team in Washington, D.C. (currently working remotely). This position will support the implementation of our USAID-funded international development assistance programs in concert with dozens of development assistance and acquisition implementers.

The Program Manager will assist with managing several long-term USAID-funded projects under sub-contracts with lead NGOs and USAID contractors throughout the project's life cycle. Qualified candidates will have proven USAID project compliance and financial management experience, and will become part of a growing international development and relief team that is responsible for implementing dynamic survey research and development initiatives. The ideal candidate will have an interest in building and maintaining relationships with a wide variety of international development and relief clients, with the ability to adeptly manage and execute on diverse responsibilities within an exciting, fast-growing, start-up environment. To apply, please email a cover letter and resume to jobs@geopoll.com with the job title in the subject line.

Responsibilities

Under the leadership of the Director for Program Management directly manages relationships with current and potential clients in the International development and relief portfolios including but not limited to:

- As assigned by the Director of Program Management, independently manage a portfolio of research projects including the administrative and operational tasks related to design, planning, output based on program requirements.
- Work directly with clients to provide insights, recommendations and usages of collected data to benefit programmatic activities and overall program objectives.
- Coordinate with internal teams to establish project work plans and timelines for projects and executes deliverable submissions for client projects.
- In close collaboration with the Director, ensures the success of the program management team by meeting contractual and program requirements.
- Organizes program documents and ensures program management organizational processes are fulfilled.
- Utilize cross-functional collaboration skills to manage the inputs and support of internal technical departments, including review of technical inputs related to design and feasibility or project management.
- Will review, engage and monitor viability of externally outsourced data analysis and reporting capacity.
- With the Director and wider program management team, thinks strategically about GeoPoll's future development, growth, and expansion in new markets and sectors.
- Offers progressive thought leadership, including developing or co-developing academic articles, GeoPoll blog posts and representing GeoPoll externally.

- In support of the Director's core role, assist to manage project financials to ensure maximum accrual and help track account payables for active portfolio.

Requirements

- Minimum six (6) years of experience in a program/project coordination or survey research role.
- Notable experience with USAID, the Department of State, MCC, and other USG partners related to project management and client-facing programmatic and financial management roles.
- Demonstrate a positive, helpful demeanor with a passion for program management and survey research.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Willingness to be fulfill tasks related to all aspects of a program / project's lifecycle with an emphasis on project management, client relationship development and advancement, and survey research reporting requirements.
- Excellent communication skills, including an ability to communicate effectively with clients and to various internal departments related to design, planning, financial management, sales, data processing, marketing and third-part services.
- Have advance problem solving skills and experience finding solutions for complex projects.
- Familiarity working with development agencies and working with people of different nationalities and backgrounds.
- Must be an independent, self-starter with the ability to take direction from the Director of Program Management as well as set self-priorities.
- A Master's degree in a social science, business administration or similar fields is preferred.
- Advanced experience with Microsoft Word, PowerPoint, Excel, and statistical analysis software.

GeoPoll is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications and merit. We encourage applicants who do not meet every listed qualification but may bring skills in related areas to apply.

About GeoPoll

GeoPoll is a leading provider of remote research solutions, conducting over 10 million surveys per year through mobile-based methods in Africa, Asia, and Latin America. Working with partners including international development organizations, academic groups, and private sector companies, GeoPoll facilitates projects that measure vital indicators around the world.