



JOB DESCRIPTION

Program Manager, Cuba Development Initiative

Position Title

Program Manager I, Cuba Development Initiative

Grade

8

Location

Washington, D.C. One-year, full-time position with benefits.

Supervision

Reports to and performance evaluated by the Cuba Development Initiative Director.

Education Required

Must have a college degree in International Development, Political Science, Public Policy, Journalism, or similar related field.

Language Proficiency Required

Native or fluent Spanish and English, excellent oral and writing abilities in both languages.

Other Requirements

At least 1-3 years of experience in International Development, Civil Society Strengthening, Civic Participation, or related area working in a Latin America country with Latin American beneficiaries at the grassroots level and with civic and political leaders. First-hand knowledge of Cuba, working in Cuba or on Cuba-related issues, and in particular knowledge of the policy and civil society environments. Knowledge of U.S. State Department and U.S. Agency for International Development processes, operations and programs is also required.

Work Skills Required

Exhibits and supports a positive attitude. Engages in respectful interactions with others. Seeks opportunities to contribute to program goals. Knowledge of standard Microsoft software, results-oriented, self-motivated, ability to work in fast-paced environment. Takes and sends thorough and clear messages, follows through on commitments. Ability to work independently and as part of a team and ability to generate trust and confidence.

Start Date

Position is available immediately.

Major Duties and Responsibilities

The Program Manager is responsible for day-to-day management of a Cuba Program in Cuba, including supporting the management of a small team. The candidate shall support the development and implementation of general program management instruments, including financial tracking mechanisms, selection of and negotiation with partner organizations, tracking of program budgets, monitoring of program activities, and evaluation of program outputs. The candidate shall ensure that all project grants and partner organizations comply with organization and US Government regulations, and will assist in supervising program budget process, and will be responsible for meeting donor technical and financial reporting requirements. The candidate shall manage key program timelines, deadlines, and deliverables to ensure strong program implementation.

The Program Manager shall be knowledgeable of USAID project preparation and implementation requirements, while being fully comfortable negotiating with corporate and other private donors.

The candidate shall be able to exercise conceptual leadership and inspire confidence among potential donors and must have an ability to work at all levels of society, from senior corporate and international agency executives, to local community, NGO leaders, and project beneficiaries.

EOE/M/F/D/V