



## **Job Opportunity Announcement Director, Programs**

### **OVERVIEW**

ACDI/VOCA is a global non-profit development design and delivery partner based in Washington DC. We have implemented effective economic and social development programs around the world since 1963. We address issues of food security, economic prosperity, and social engagement by facilitating the creation of durable, locally driven market, food, and social systems in communities around the world.

ACDI/VOCA is a member of AV Group, together with its affiliate organizations Tanager, AV Ventures, and Frontiers. We are a family of global development organizations that work together and individually to achieve our shared mission: improving the lives of families and the health of communities worldwide.

### **POSITION SUMMARY**

As part of the Programs team, the Director, Programs will be responsible for overall project management including technical, financial, and operational oversight, playing a key role in advancing AV Group's global impact. Duties include liaising with other departments and affiliate organizations, providing technical and operational guidance to projects, ensuring compliance with ACDI/VOCA and client policies and regulations, identifying and leading new business pursuits, and supporting the larger Programs department. The ideal candidate is a team leader who exercises sound judgement, a relationship builder who thrives in a fast-paced collaborative environment and prioritizes work appropriately, and a problem solver eager to strengthen the systems, relationships, and field operations that make development work possible.

The candidate must have professional proficiency in Spanish to enable effective written and verbal communication with project teams and stakeholders. Directors are expected to manage projects with minimal guidance and input. Reporting to the Department Head, this role offers an opportunity to contribute meaningfully to mission-driven work while building leadership experience across project and proposal management.

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

#### **Project and Client Management**

- Establish positive and interactive relationships with project donors and partner organizations; understand donor/partner priorities and goals and ensure the project addresses them.
- Work with project field teams to facilitate creation of work plans using ACDI/VOCA standardized approaches and tools. Establish submission timelines and identify relevant

resources for support. Ensure work plans are directly related to project deliverables, responsive to the donor, and meet ACDI/VOCA standards.

- Conduct routine work plan progress evaluations and ensure work occurring is in line with work plan design and on schedule. Help problem solve/enhance as needed.
- Engage and coordinate with MEL specialists/consultants to ensure projects are supported in implementing MEL Plans. Ensure baseline, mid-term, and annual surveys/evaluations are implemented on time and in accordance with the agreement/contract.
- Review, provide feedback, and approve quarterly, annual progress, and other project reports for submission to the donor ensuring they meet ACDI/VOCA quality standards and are on time.
- Ensure timely development and submission of Environmental Assessments and/or Management Plans, Safeguarding, and other donor due diligence requirements.
- Ensure grant fund usage aligns with programmatic objectives. Review grant packages for technical components and ensure deliverables align with expected results.
- Liaise with COP/Team Lead to ensure sub-awardees' technical performance meets expectations and acceptable deliverables are submitted
- Engage and coordinate with technical specialists/consultants to ensure technical and learning support is provided, and results/successes are shared within ACDI/VOCA (including lessons learned), as well as the broader international development community as appropriate.
- Lead recruitment efforts for STTA, consultants, and project staff as necessary.
- Ensure projects are using ACDI/VOCA standard project management tools.
- As needed, independently deliver specific technical assistance as STTA to projects.
- Participate in appropriate professional organizations; stay current on major themes in the profession; establish an external professional network.

### **Operational**

- Monitor start-up of new projects, follow progress through start-up action plan trackers, ensure timely execution, and support and problem solve as needed.
- Monitor procurement and compliance within ACDI/VOCA and donor policies and procedures and ensure that projects have procurement plans.
- Lead recruitment efforts for key personnel, draft key personnel requests and submit requests to donors.
- Monitor grant fund compliance and spending. Ensure projects have a grant management manual.
- Work with COPs to finalize SOWs with sub-awardees; and develop sub-awardees management plans with COPs.
- Ensure sub-awards w/local and international partners are signed on time, monitored, and reviewed properly. Review, approve, and submit deliverables/invoices in accordance with agreements and increase obligations accordingly.
- Ensure projects have updated security and contingency plans with COP/Team Lead. Ensure timely submission of quarterly vehicle report; ensure projects report all vehicle

accidents within 24 hours; and ensure projects have an updated property management registry.

- Identify and flag implementation and financial risks; draft risk authorization letters for approval as needed.
- Ensure timely project close out in accordance with ACDI/VOCA policies and procedures in conjunction with COPs/Team Leads and project teams.

#### **Financial**

- Review monthly project financial and budget reports (JSRs) for variances and discuss issues with COPs/Team Leads and Department Head as needed.
- Review outstanding advances and ensure that they are liquidated promptly (no later than 90 days).
- Analyze and review project budgets including projections and actuals (ETCs); identify issues and discuss with the COPs/Team Leads to ensure they are resolved.
- Ensure routine budget meetings take place, incorporating financial analysis and operational updates from the project team.
- Monitor obligation and request additional obligated funds at a 70 percent threshold, when applicable.
- Prepare/contribute to budget realignments and submit for donor approval if required.
- Review and approve deliverables for STTA/consulting assignments and approve payment.
- Review project invoices as applicable and review all financial reports prior to submission to the donor.

#### **New Business Development**

- Contribute to proposal efforts as Proposal Leader, Technical Writer or another key role for the AV Group (ACDI/VOCA, Tanager, AV Ventures).
- Independently identify and qualify new business opportunities in collaboration with the Department Head and business development team to achieve new business goals.
- Conduct regular calls and meetings with diverse donors, clients, and partners, including government, foundation, corporate, and institutional funders, to explore new business opportunities and position AV Group as a preferred partner.
- Track country specific donor opportunities and project add-ons; identify strategies to capture these opportunities and work with the Department Head to allocate resources to opportunities.
- Lead proposal activities to ensure competitive and compliant submissions; activities may span the full proposal cycle and include identifying partner organizations, leading teaming discussions, leading in-country capture trips, conducting primary and secondary research, leading proposal design, writing or reviewing proposal sections, interviewing and identifying key personnel, developing and reviewing budgets.

#### **Additional Duties**

- Represent AV Group at conferences, industry events, and other venues.
- Supervise, train and develop Project Specialists/Managers in completing routine day-to-day administrative, financial and operational activities; guide Project

Specialists/Managers to resolve complex or difficult issues; and demonstrate extensive understanding of administrative and financial regulations and policies.

- Oversee COPs/Team Leads and/or Component Leads for designated projects.
- Instill, strengthen, and promote a culture of professionalism, collaboration, and inclusion within the organization, demonstrating behaviors that staff will emulate.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required; reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Master's degree in international development, economics, business, or another related field required. Equivalent combination of education and work experience in the relevant technical area may be substituted for master's degree.
- Minimum 7 years of experience, plus 2 years of managerial experience, including overseas work, in international development or related field required.
- Demonstrated experience and technical knowledge in economic development required.
- Experience in backstopping USG and non-USG funded programs required.
- Excellent analytical and technical skills and expertise with the ability to work independently.
- Experience with Microsoft Office, Sharepoint, ERP and CRM systems.
- Strong interpersonal and team skills, with ability to work with individuals from diverse backgrounds and cultures.
- Fluency in English required. Professional proficiency in Spanish required.
- Excellent verbal and written communication skills required.
- Ability and willingness to travel internationally required; may be required to be vaccinated based on country requirements.

### **LOCATION**

This position will be fully remote.

### **SALARY RANGE**

The salary range for this position is \$93,000 to \$121,000; candidate's relevant experience and skills, as well as our internal equity, will be considered before an offer is extended.

### **APPLICATION INSTRUCTIONS**

Please apply by October 9, 2026, by emailing your resume and cover letter to [Programs@joinav.org](mailto:Programs@joinav.org). Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

ACDI/VOCA IS AN EQUAL OPPORTUNITY EMPLOYER