



Terms of Reference Program Manager 3ie, Washington, DC

1. Background

[The International Initiative for Impact Evaluation \(3ie\)](#) is an international grant-making NGO promoting evidence-informed development policies and programmes. We are the global leader in funding and producing high-quality evidence of what works, how, why and at what cost. We believe that better policy-relevant evidence will make development more effective and improve people's lives. 3ie is registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

The Washington office (WO) supports impact evaluations and professional services, as well as business development and special initiatives. A focus of our impact evaluation services is the promotion of research transparency and high-quality evidence production, including the Impact Evaluation Repository (IER) and the replication program. Our professional services support 3ie membership benefits and technical assistance, including capacity-building, impact evaluation quality assurance, scoping exercises, formative research, and evidence gap maps (EGMs). Recent EGMs produced by the WO include those addressing prevention of [Intimate Partner Violence](#); [Adolescent Sexual and Reproductive Health](#); [Science, Technology, Innovation and Partnerships](#); and [Youth and Transferable Skills](#). While we work across all development sectors, currently, WO's largest portfolio is the HIV and AIDS evidence programme, which includes impact evaluation grant-making in HIV self-testing, voluntary medical male circumcision, integrated services and HIV treatment as prevention.

We are soliciting applications for the post of program manager, to assist us with the development, coordination, monitoring and knowledge management of the WO's diverse and growing portfolio.

2. Summary

The manager plays a critical role in researching, analyzing, compiling, coordinating and communicating information to support the WO's strategic initiatives in new business, program development and membership management. The manager will serve as liaison between WO staff and colleagues in offices in London and Delhi, particularly on new business initiatives, project management, 3ie-funded events, board and membership meetings and communication activities. Depending on the successful candidate's experience and qualifications, opportunities will exist to become directly involved in supporting impact evaluation and/or professional services, and/or to expand one's scope in project and grant management.

Washington, DC

1029 Vermont Avenue, NW, Suite 1000, Washington, DC 20005, United States of America

3ieus@3ieimpact.org Tel: +1 202 629 3939

The manager will report directly to the director, or her designee. However, the manager will often be working in a matrixed environment and will be expected to establish strong and collaborative relations with staff across all 3ie offices and with 3ie members located in L&MICs.

3. Key responsibilities

3.1 New business development

- Research and analyze information for new business initiatives, including but not limited to donor prospecting, development sector analyses, country and regional program assessments and partner profiling;
- In collaboration with all 3ie offices, establish or contribute to information systems tracking new business opportunities, donor profiles, project profiles, country profiles and staff profiles;
- Draft concept notes and presentations or pitches for donor and partner consultations;
- Assess, document, and promote innovation for new business concept papers and proposals; and,
- Support the director in coordinating inputs for proposal development and review.

3.2 Project and Grant Administration and Management

- Under the guidance of the senior program manager, support WO staff in in project and grant administration and management, including preparation of work plans, donor reports and budgets.
- Support onboarding of interns and consultants; and,
- Perform a variety of other tasks as per qualifications, interest and office priorities.

3.3 Knowledge Management, Membership Services and Board Support

- Under the guidance of the senior program manager, serve as a knowledge resource for WO, championing organization-wide process, policies, templates and tools, including supporting knowledge management among 3ie's members;
- Support knowledge management activities led by the Policy, Advocacy and Communication Office (PACO), including posting to website, writing blogs and contributing to social media; and,
- Support organization and communication for major meetings and events, such as the 3ie board meeting, members meeting, donor meetings, international conferences and country-level workshops.

4. Qualifications and skills

This position requires a deep understanding of and curiosity about 3ie's mission and portfolio. The position also requires extremely strong analytic and communication skills (written and verbal), and the ability and desire to apply these skills in project management, new business initiatives, knowledge management and board/member outreach and relations. The successful candidate must have exceptional planning and organizational skills and be very detail-oriented. We are seeking a highly diplomatic and entrepreneurial individual, who is comfortable taking initiative, and who is ready to roll-up her or his sleeves to get the job done.

4.1 Education and training

- Minimum requirement is a bachelor's degree in international affairs, public health, development studies, public administration, economics, other social sciences or a related field and a minimum of three years of work experience (may include internships); Master's degree in related fields is preferred.
- Prior experience with program design, project or grant management, budget development and/or financial analysis in the international development sector;
- Prior experience contributing to the development of competitive proposals, concept papers and/or donor and partner relationships in the context of new business opportunities; and,
- Experience with international development fundraising is preferred.

4.2 Skills

- Strong and demonstrable proficiency with Microsoft Office applications including Word®, Excel® and PowerPoint®
- Experience with project management software (e.g. ASANA) is preferred as is the ability to help build the capacity of the 3ie offices to exploit various software and platforms to increase our productivity.
- Excellent English-language writing and speaking skills, proficiency in French preferred.
- Excellent organizational skills, attention to detail and the flexibility and desire to adapt to shifting weekly priorities and deadlines.
- Ability to travel internationally (not likely to exceed 10 per cent LOE).

5. Eligibility

3ie is an equal-opportunity employer. We do not discriminate on the basis of sex, age, ethnicity or sexual orientation. We particularly encourage women, ethnic minorities and differently-abled persons to apply. Applicants must already have work authorization in the United States.

6. Terms of Employment

Salary will be commensurate with qualifications and experience.

7. How to Apply

Please apply by e-mail to bmonaghan@3ieimpact.org with the application materials listed below. Please include **“WO Program Manager”** in the subject line. Incomplete applications will not be considered. The applicant must provide, at a minimum, the following information:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference;
- Curriculum vitae (not to exceed two pages);
- Writing sample (preferably a sample of a concept paper, blog or product/service “pitch” that you alone authored); and,
- Contact information for three references.

Only shortlisted candidates will be contacted. The interview process will include a short writing and Excel® exercise. The position will be open until filled.