



## **Terms of Reference Program manager 3ie, Washington, DC**

### **1. Background**

The [International Initiative for Impact Evaluation](#) (3ie) is an international grant-making organization that promotes evidence-informed equitable, inclusive and sustainable development. We support the generation and effective use of high-quality evidence to inform decision-making and improve the lives of people living in poverty in low- and middle-income countries (L&MICs). We provide guidance and support to produce, synthesise, and quality-assure evidence of what works, for whom, how, why and at what cost. 3ie is registered as a non-governmental organisation in the United States of America. It has offices in New Delhi, London and Washington, DC.

We do so through evidence programs, production of public goods, professional services and support to institutional advancement initiatives. The evidence programs include impact evaluations, implementation research, replication studies, systematic reviews and evidence gap maps. Our work encompasses a wide range of topics, sectors and themes. Examples include health systems and services, nutrition and related social sector programs.

3ie is inviting applications for the post of program manager at the Washington, DC office.

### **2. Summary**

The manager plays a critical role in researching, analyzing, compiling, coordinating and communicating information to support the team's strategic initiatives in new business, program development and membership management. The manager will serve as liaison between Washington staff and colleagues 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 involved in supporting impact evaluations and/or professional services, and/or to expand one's scope in project and grant management.

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### **3. Key responsibilities**

The manager will report to the senior program manager and will be responsible for a variety of tasks outlined below. 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.

#### **3.1 Membership services and knowledge management**

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

#### **3.2 Project and grant administration and management**

- Under the guidance of the senior program manager, support staff in project and grant administration and management, including preparation of work plans, donor reports and budgets;
- Support onboarding of interns and consultants; and
- Other support as needed.

#### **3.3 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, creating profiles for donors, projects, countries and staff;
- 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.

### **4. Qualifications and skills**

This position requires a deep understanding of and curiosity about 3ie's mission and portfolio, strong analytic and communication skills (written and verbal), and the ability 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 three years of work experience (may include internships). A master's degree is strongly 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 3ie's offices to exploit various software and platforms to increase overall productivity;
- Excellent English-language writing and speaking skills;
- Proficiency in Spanish or French is preferred, but not required;
- 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 of time).

## 5. Eligibility

3ie will recruit one individual with the right to work in the US. 3ie recognizes the value that diversity brings to the organization in terms of experience, skills, talent and cultural perspectives. The organization is committed to building an environment and culture where all staff feel valued, are treated fairly and respected. 3ie is committed to providing equality of opportunity for all current and prospective staff members and will not discriminate on grounds of sex (female, male or other), race, age, gender, sexual orientation, citizenship, medical condition (with certain exceptions based on job role), class, caste, ethnicity, disability, location, pregnancy, maternity or paternity, or religion.

3ie's commitment to equal opportunity covers all aspects of employment, including but not limited to recruitment, selection, compensation, promotion, professional development, termination and participation in 3ie-sponsored employee activities.

## 6. Terms of employment

Candidates should be available to start work at the earliest. 3ie offers competitive remuneration based on experience and qualifications.

## 7. How to apply

Please apply by e-mail to [wojobs@3ieimpact.org](mailto:wojobs@3ieimpact.org) mentioning 'WO Program Manager' in the subject line. The application package must include the following:

- A cover letter, not exceeding one page, highlighting your qualifications and experience relevant to the terms of reference. A summary on your CV is not a substitute;
- 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.

Incomplete submissions will not be considered. Only shortlisted candidates will be contacted. Applications will be accepted until the position is filled.