

Institute for Reproductive Health Georgetown University Washington, DC

Director for Finance and Operations Position Description

Organization Summary

The Georgetown University Institute for Reproductive Health (IRH) addresses global reproductive health and family planning issues through a research-to-practice agenda. Our emphasis is on fertility awareness-based methods of family planning; strategies for developing equitable gender norms for youth; and improving the quality of HIV/AIDS services by reducing stigma and discrimination. Cross-cutting themes in the Institute's work include network and system strengthening, scale up of innovations and incorporating gender perspectives in reproductive health. The Institute partners with a wide range of organizations both globally and in the countries in which we work, conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S.

Position Summary

IRH requires a Director for Finance and Operations to support its USAID and other funded research. The Director for Finance and Operations will provide leadership and strategic, skilled management to all administrative, financial and operations functions of IRH. He/She will strengthen IRH's organizational capacity and systems with respect to program development, implementation and management. This will include identifying, developing and executing organizational structures and systems needed to meet/exceed planned performance objectives. In addition, he/she will develop, implement and monitor financial management systems which serve to ensure effective administration and use of program funds. In supporting the Institute's overseas programs, he/she will manage and evaluate operations at 8-10 field offices located in Africa, Asia, and Latin America.

Primary responsibilities: 1) Identify, develop and implement management systems (both programmatic and financial) and tools for monitoring program operations, field conditions, and challenges to ensure all activities meet technical and financial objectives and timelines; 2) Develop and manage the Institute's annual budget of \$8M - \$10M; 3) Guide program managers/officers to ensure implementation of decisions made in management meetings and their proper execution; 4) Lead the Institute's operations team, which includes finance, human resources and IT responsibilities; 5) Develop and expand partnerships and linkages by networking with potential partners (governments and international agencies) and through the development of grant proposals; 6) Represent IRH within the University, liaising and meeting with representatives of different departments, including offices of contracts, accounting and human resources; 7) Take a lead role in establishing and/or supporting field offices so that they operate efficiently and in compliance with IRH and USAID regulations; 8) Assist in developing and managing strategic plans, work-plans and projects; 9) Assist with the review and preparation of cooperative agreements, grants, contracts, sub awards and subcontracts; 10) Prepare or assist staff in preparing budgets for new programs, proposals and contracts; 11) Provide technical and management support for other activities as requested by the Institute Director.

Qualifications

This position requires a unique combination of experience implementing and managing international development projects as well as experience in managing a complex office environment with 25+ employees and multiple funding streams. A minimum of seven years of mid- to senior-level experience in designing,

implementing or managing large, complex projects. At least 2 years residence in a developing country. Strong understanding of USAID policies and procedures, as well as experience managing grants from foundations and other government and multilateral agencies. Significant experience developing funding proposals. Extensive training as a manager, adept at dealing with budgeting, HR and IT issues. Broad knowledge of international development issues, with specific knowledge of reproductive health in developing countries, including both technical and management issues.

Experience and Skills: 8-10 years experience in international development, including at least two years experience overseas in a field/program management position is required. Proven experience in the development/revision of management/administrative systems; and demonstrated analytical and problem-solving skills are critical for success. Excellent communication skills, strong interpersonal skills and cultural sensitivity.

MBA or equivalent preferred. French or Spanish proficiency required; French preferred. International travel in developing countries up to 35% of time required.

This position is required in current cooperative agreements between Georgetown and USAID for this project. This position requires the ability to balance numerous grants simultaneously. This position also requires intimate understanding of USAID rules and regulations to ensure compliance with the terms of the agreement.

Please email resume and cover letter to irhresumes@gmail.com with the subject line "Director for Finance and Operations". Please specify where you found the job advertisement. No phone calls please.

Georgetown University is an Equal Opportunity, Affirmative Action Employer.