



**Job Title: Senior Associate**

**Location: Washington, DC**

**The organization you want to work for:**

Development Gateway (DG) is an international nonprofit social enterprise that increases the impact of international development activities through innovative, sustainable information management solutions and services. DG empowers people to accelerate change and transform their societies: [www.developmentgateway.org](http://www.developmentgateway.org).

We are a creative and dynamic group of people based throughout the globe. We value hard work, innovative thinking, and a good sense of humor. DG offers a competitive benefits package, including employer-sponsored health, disability, and retirement plans. We offer a generous leave and telecommuting policy, educational assistance, and opportunities for professional development and career advancement.

**The location to brag about:**

Development Gateway is a part of the OpenGov Hub, located in the heart of DC, a short walk from the White House and a myriad of good lunch options. The Hub is home to a community of organizations focused on the open government agenda. This creative space allows for collaboration and innovation within and among the different groups; it also offers networking opportunities, brown-bag lunches, happy hours, and other activities.

**The work you get to do:**

The Senior Associate is responsible for managing client relationships and overseeing progress on project/technical implementations. Our projects include (i) implementations of data management, visualization and dissemination tools, (ii) related data management and analysis services, (iii) technical training, and (iv) applied research on how data and technology influence development. Primary areas of responsibility are: partner/project technical management, product innovation, and documentation. A wide degree of creativity, latitude, and responsibility is expected, along with extensive international travel.

*Project Management and Implementation*

- Works closely with clients, partners and technical staff to ensure that project milestones are met on time, within budget, and done to client satisfaction.
- Responsible for conceptual design and integration of relevant technologies, research, planning, and testing of applications.
- Oversees and defines business processes/rules, user stories, test cases, and user interface prototypes.
- Conducts research and data analysis as needed to support project activities.

*Documentation and Training*

- Captures, documents and maintains new requirements for IT systems that manage data for government and international organization decision-makers.
- Leads training sessions with clients and partners.
- Provides support and documentation for improving and creating clear data management processes.
- Conducts system testing and follow-up with technical team.

*Business Development, Relationship Development, & Innovation*

- Identifies and develops new business opportunities
- Leads and supports proposal preparation and submission.
- Provides inputs to R&D, innovation, and new product development.

**The necessary education and experience:**

- Fluency in English required; additional languages a plus.
- Overseas work experience required.
- Master's degree required.
- 5+ years of proven technical and management experience.
- Effective project management and presentation skills.
- Service-oriented, proven ability to manage client relations.
- Excellent analytical skills and commitment to continuous product and process improvement.

- Proven ability to work effectively with cross-functional teams in a fast-paced dynamic environment. Entrepreneurial attitude and skills important.
- Understanding of Internet-based applications development lifecycle and technologies.
- Comfortable working with data using spreadsheets, simple databases, and/or statistical software packages.
- Able to communicate easily with both technical and non-technical staff and to maintain good communication with geographically dispersed team.
- Strong organizational skills to manage a broad and unpredictable workload and meet deadlines and work under own initiative.
- Ability to work effectively both autonomously and as a team player influencing others' attitudes and behaviors through example.
- Excellent written and verbal communication and customer interaction skills.
- Understanding of business relationships and concepts; successful proposal or business development experience a big plus.
- Ability and willingness to travel internationally at least 30% of the time

To apply, send a cover letter and resume to [jobs@developmentgateway.org](mailto:jobs@developmentgateway.org). Write “Senior Associate” in the subject line.