



## Position Announcement

### **Vice President for Programs**

#### **About Trickle Up**

Since 1979, Trickle Up has been committed to empowering people living in extreme poverty to take the first steps out of poverty, providing them with resources to build livelihoods for a better quality of life. Trickle Up works with community-based partner agencies in five countries in Asia, Africa, and Central America to fulfill our primary mission to alleviate poverty among the ultra-poor (providing seed capital grants, training and savings support) and to build the capacity of our local partners.

Trickle Up is at an exciting point of transition and growth, as we enlarge our vision for the next decade and beyond. Building on our strong experience working with the ultra-poor, we aim to expand our impact by developing solutions that can be shared with other NGOs, governments and funders, as well as becoming a thought-leader and advocate globally.

In the past five years, we have helped help start or expand nearly 50,000 enterprises, improving the lives of more than 250,000 people. Trickle Up's annual budget is approximately \$4.3 million, and we have headquarters in New York City and field offices in India, Mali, and Guatemala.

#### **The Position**

Trickle Up seeks a committed, visionary and strategic leader who can build upon the significant changes we have made in the past five years in order to increase impact, accountability and efficiency.

#### **Responsibilities**

- To be a passionate advocate for the organization and continuously ensure that our program is aligned with Trickle Up's values, vision and mission, and organizational strategy.
- To manage and support a program team including six at headquarters and 21 in three regional field offices, ensuring that they meet annual performance objectives and grow in their own professional development.
- To help develop and manage an annual program budget of \$2.6 million for all program activities and staff.
- To lead the organization in continual review and revision of our program, including innovations that fit our mission, capitalize on funding opportunities and help us fulfill our long-term vision.
- To ensure that we meet our high standards of accountability through a comprehensive monitoring and evaluation program.
- To ensure that we systematically collect, analyze, share and retain program knowledge.
- To lead the continuous implementation and improvement of the safety and security policies and procedures organization-wide.
- To guide our cross-sectoral work, including gender, savings, training, and our work with people with disabilities.

- In his/her daily work and as a member of the Senior Management Team, to serve as an effective liaison between program, finance and administration, fundraising and communications and foster a highly collaborative atmosphere.
- To work closely with our fundraising and communications teams to support their work.
- To create strong and open communication with the Board Program Committee, serving as the principal staff liaison.
- To represent Trickle Up to the global development community.

### Relationships

The VP-Programs reports to the President and is responsible for a program team of six at Trickle Up headquarters and 21 at Trickle Up's three regional offices. S/he manages five direct reports: three Program Directors, one Program Associate and one M&E Director. The VP-Programs also meets with leaders and staff of Trickle Up's 35 local partner agencies during his/her travels to the field.

The VP-Programs works closely with his/her five colleagues on the Senior Management Team, including the President, VP-Finance & Administration, Directors of Individual and Institutional Giving, and Director of Communications. S/he also is the lead management representative to the Board Program Committee.

The VP-Programs is actively involved in Trickle Up's relationships with USAID, which currently provides 23% of our funding, and meets occasionally with individual and institutional donors. S/he also plays a prominent role in maintaining Trickle Up's presence in major organizations in our field, including SEEP, InterAction, CGAP, Financial Access Initiative, MIT Poverty Lab.

### **The Person**

#### Qualifications

The VP-Programs must be an experienced (10+ years) international development professional with a demonstrated commitment to global poverty alleviation and participatory techniques.

Specific experience must include at least five years of work experience with international NGOs, including experience living and working in a developing country, and five years of experience managing staff (preferably including experience managing staff at a distance). We also seek significant experience in monitoring and evaluation, program design and development, safety and security policies and procedures, financial management, donor relations (including USAID), and staff development.

S/he should have a graduate degree in a relevant field (e.g., international development). S/he must be completely fluent in both spoken and written English, as well as have basic proficiency in French and/or Spanish. S/he must be available to travel internationally up to 25% of the time, occasionally to areas with safety and security issues, and on short notice when necessary.

The VP-Programs would have strong skills in cross-cultural communications, superb written and verbal communications abilities, and experience with team-building, facilitation and negotiation. S/he would have strong analytical skills; the ability to work independently, produce outputs at short notice, and be flexible; the ability to work comfortably with a wide range of stakeholders (i.e., local government officials, major donors in the U.S., program participants); strong

organizational and prioritization skills; and the ability to maintain an even disposition in a busy, fast-paced, demanding work environment.

Current authorization to work in the U.S. is strongly preferred.

**Salary and benefits**

This is a full-time position. The salary is competitive with excellent benefits.

**To Apply**

This position will become vacant on July 1, 2011. Applications will be considered on a rolling basis until filled. To apply, send a cover letter and resume to **VP\_Programs@trickleup.org** with your name in the subject line. **We will only contact those individuals we are interested in interviewing. Please, no phone calls.**

*Trickle Up is an Equal Opportunity Employer. We value a diverse workforce and extend equal opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status or disability. Reasonable accommodation may be made to enable people with disabilities to perform essential job functions.*