



Open Position: Program Manager

Deadline to Apply: February 1, 2022

Field of Hope is seeking a motivated and collaborative Program Manager to help lead the organization's programmatic efforts in international agricultural development. The Program Manager will collaborate with international staff, partners, and volunteers to offer sustainable and personal solutions to the world's various obstacles to productive agriculture. The Program Manager will report to the Executive Director and work closely with international staff.

In this significant period of organizational growth, the Program Manager will be responsible for effective program planning and progress, along with detailed evaluations and subsequent alterations to plans. The ideal candidate is strategic, action-oriented, and collaborative, bringing together stakeholders and team members to work towards an empowered, educated, and equitable world that is sustainably food secure and reflects the love of Christ.

JOB RESPONSIBILITIES

Program Management (70%)

- Collaborate with international staff to implement programs and properly allocate resources, helping to create and oversee project timelines, budgets and key metrics to make sure we reach core goals as laid out in the strategic plan
- Oversee international staff and lead the team in a purposeful way, both professionally and personally
- Frequently travel to supervise programming and international activities in programming countries
- Correspond with international staff to carry out day-to-day operations as needed, including monetary transfers, collection of data, and scheduling
- Create and apply program evaluation tools, training on-ground staff to properly collect and analyze data; use collected data to inform program changes
- Determine feasibility of new program and project proposals, presenting new initiatives to all stakeholders
- Develop the annual budget for all programs and projects and oversee activities to meet budget
- Steward strategic partnerships with existing partners as well as establish new partnerships that align with the strategic plan
- Serve as the liaison between international Subject Matter Experts and invested domestic stakeholders on projects and evaluations
- Work with the ED and international staff to establish and launch strategic plans and goals, and align programs with such
- Recruit, promote and manage university Fellows and the Fellowship Program, fostering and expanding university networks, managing the selection committee and selection process, training Fellows and overseeing their service

- Host and manage volunteers both domestically and abroad, directing activities to be mutually beneficial and impactful
- Explore program development opportunities with value-aligned people and organizations that could expand the scope or impact of Field of Hope's work
- Support the international team's individual growth by encouraging personal reflection and recommending/leading professional learning opportunities and trainings, participating in monthly bible studies and leading the international staff with Field of Hope's Core Values
- Spark enthusiasm and motivation to the team and stakeholders
- Work with the Executive Director to ensure strong leadership relationships across the organization

Fund Development (15%)

- Assist Executive Director in planning and executing annual fundraising activities, including the annual virtual fundraiser, Giving Tuesday activities, and year-end giving
- Work with the international staff to acquire digital images, impact stories, and other media to use during fundraising activities
- Work with Executive Director to explore grant opportunities and submit grant proposals

Administration and Additional Duties (15%)

- Support the mission and day-to-day execution of what needs to move the organization forward. As a dedicated and hardworking group of individuals, the team is "all hands on deck," doing whatever is necessary to meet the goals.
- Assist in donor care activities, including calling donors and mailing gifts
- Aid Executive Director in management of and communication with Board of Directors, Program Committees, and Volunteers

QUALIFICATIONS

- Bachelors' of Science in an agricultural or business related degree
- 2+ years of experience in program oversight, international development and/or program management
- Experience with program evaluation design and implementation
- Experience working or living in a developing nation
- 2+ years of experience managing a team of at least two
- Willingness and availability for frequent international travel
- Natural relationship builder and energized by meeting new people
- Passionate about the mission of Field of Hope
- Prioritizes sustainability and participatory approaches to development
- Systems-thinker with the ability to work in a flexible environment with competing priorities
- Solutions-oriented

THIS ROLE IS FOR YOU IF YOU...

- Are committed to your relationship with Christ and learning to live and love like Jesus
- Are energized about long-term solutions

- Are excited by change and are interested in a growing role and organization
- Have a natural tendency towards mentorship and support
- Are self-motivated and thrive in a remote environment
- Are adaptable and understanding, working well together with a team of various backgrounds
- Enjoy travel and adventure
- Have strong attention to detail while also maintaining a greater vision
- Are passionate about agriculture, education, and systemic change
- Care deeply but don't allow perfectionism to stand in the way of action
- Are able to stay flexible and responsive; anticipating organizational needs and preparing for what is next
- Account for the value of diversity in every aspect of your work and you understand the nuances that shape the nonprofit sector.

COMMITMENT, COMPENSATION, & BENEFITS

This is a full-time, exempt **remote** position with a salary between \$45,000-\$55,000 commensurate with experience. Field of Hope offers stipends for technology and benefits.

HOW TO APPLY

The application deadline is February 1, 2022. Please submit a cover letter and resume to office@fieldofhope.org with the subject reading APPLICATION: Program Manager.

Qualified candidates will be advanced in the process, with the hopes of the Program Manager joining Field of Hope by April 2022.