



AGA KHAN FOUNDATION

Aga Khan Foundation USA

Programs and Partnerships Officer

Location: Washington DC

Reports to: Senior Manager, Programs and Partnerships

ABOUT AGA KHAN FOUNDATION USA (AKF USA)

AKF USA is a private, non-denominational, non-profit international development organization committed to alleviating poverty, disease and illiteracy, primarily in Africa, Central and South Asia. Aga Khan Foundation is an agency of the Aga Khan Development Network (www.akdn.org), a group of 10 private development agencies working to empower communities and individuals, often in disadvantaged circumstances, to improve living conditions and opportunities, especially in Africa and Asia.

POSITION SUMMARY

The Programs and Partnerships Officer is responsible for overseeing the grant management of a portfolio of assigned grants funded by North American donors, contributing to global program and proposal development, representing AKF USA at various networking events, conferences and meetings of technical groups, and supporting public engagement and professional learning. The position also supports AKF's Global Partnerships function. The Programs and Partnerships Officer will report to the Senior Manager, Programs and Partnerships. AKF USA is currently seeking one full-time permanent Programs and Partnerships Officer and may seek out additional full-time contract Programs and Partnerships Officers from this pool.

The Programs and Partnerships Officer will be based in Washington, DC, with travel of up to 25% per year to Africa and Asia. Support is provided for relocation to DC if necessary.

MAIN DUTIES AND RESPONSIBILITIES

- Provide overall guidance, oversight, quality control and coordination for grant management across all components of an assigned grant portfolio funded by North American donors. Activities include work planning, budgeting, reporting, field missions, monitoring and evaluation, environmental compliance, gender equality, ensuring general compliance and provision of technical assistance.
- Coordinate proposal development in response to solicited and unsolicited funding opportunities, in consultation with AKF USA's Finance and Public Engagement departments, implementing agencies, and AKF's Global Program Team.
- Contribute to other aspects of business development, such as (but not limited to) donor intelligence, opportunity scanning and identification, and pre-positioning.
- Provide support to AKF's Global Partnerships function and team, including on managing global processes related to resource mobilization and grant management, mentoring Partnerships staff in field offices, and providing support on program design and proposal development processes.
- Developing positive working relationships with internal and external stakeholders, such as donor representatives for relevant projects, sectors and/or geographies, consultants, AKF and AKDN technical working groups, and other NGOs.



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- Contribute to visibility of, and engagement with, AKF USA's work in international development in North America and abroad. This may include fostering partnerships, cooperation, and coordination with other organizations in the USA, Canada and overseas; representing AKF USA at relevant provincial, national, and international forums and conferences; contributing to the development of project communications materials; and identifying opportunities to engage USA audiences in development, particularly related to women's empowerment.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Master's degree in a relevant discipline, such as international development.
- Minimum of three (3) years of experience in a program management, grant management, and/or business development role, preferably including at least one (1) year in a position based in a developing country.
- Proven experience in business and proposal development for institutional donors.
- Experience working on international development projects funded by institutional donors, including experience meeting donor criteria in project design, reporting and monitoring and evaluation.
- Experience working on projects funded by Global Affairs Canada (GAC) and USAID is a requirement for this position.
- Knowledge of, and experience with, results-based management.
- Knowledge of key concepts in gender equality and women's empowerment and experience with integrating and implementing these concepts in programs.
- Excellent written and oral communication skills in English. Candidates who can also work in French are strongly preferred.
- Demonstrated capacity to respect and safeguard vulnerable populations.
- Ability to travel up to 25% of time per year, including to Africa and Asia.

ESSENTIAL SKILLS AND ATTRIBUTES

- Dynamic, collaborative, and able to work in challenging contexts with patience, perseverance, and flexibility.
- Capacity to work independently, take initiative, set priorities, and manage a variety of activities simultaneously.
- Enthusiastic about learning from others and sharing knowledge.
- Demonstrated intercultural competence and ability to adapt professional skills to fit local conditions and constraints.
- Superb analytical, organizational, negotiation and problem-solving skills. Proven interpersonal and communication skills in diverse and cross-cultural settings.

The salary range for this position is \$65,000 to \$72,500 per annum, in addition to a competitive benefits package.

Applications:

Interested applicants please apply here <https://the.akdn/careers/2167342> and submit a resume and cover letter by **June 16, 2024**



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Only shortlisted candidates will be contacted. Applications will be reviewed on an ongoing basis. Please note that applicants must be eligible to work in the USA or Canada without employer's sponsorship and should confirm their eligibility in the cover letter.

AKF-USA is committed to advancing gender equality and inclusion through our programming and operations in the USA and overseas. AKF-USA employees requires all employees to review and abide by the AKF Gender Equality Policy.

AKF-USA recognizes the importance of safeguarding and is committed to ensuring it manages a wide range of risks such that beneficiaries, staff, other associates, and the organization as a whole are kept safe from harm. AKF-USA requires all employees to review and abide by the AKF Safeguarding Policy.