



Program Manager (PM) Latin America (LATAM) Job Description

Job Title:	Program Manager
Level and Grade:	Program Manager Grade 70
Job Type:	Full time, exempt
Reporting Manager:	Senior Technical Program Manager, Latin America
Department:	International Programs and Operations
Office:	TBD
Date:	November 10, 2022

About Corus:

Corus International leads an ensemble of social impact organizations working together in the world's most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – LWR, IMA, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at <https://corusinternational.org>

Job Brief:

Position Summary:

The LAC Program Manager is a member of the Latin America headquarters team at Corus International and s/he could be based in Baltimore, MD, Washington DC and any of the countries we operate in Latin America (remote option is available). S/he works under the supervision of the Senior Technical Program Manager to provide oversight and management for a diverse portfolio of donor and internally funded projects across seven countries for projects as well as providing general administrative support to the Latin America team. Main tasks include:

Key Result Areas:

The success of this role is measured by the following KRAs:

- Contribute to the design and implementation of projects in alignment with Corus' strategy and donor requirements.
- Coordinate with country, regional and HQ teams to design new projects, participate in proposal process, process new award and coordinate project startup meetings.
- Oversee grant implementation, ensure accurate M&E and beneficiary reporting, and ensure on time and accurate reporting to internal stakeholders and external donors.
- Facilitate developing project summary documents for the board of directors and external stakeholders as required.
- Manage portfolio of projects funded by multiple institutional and private donors and foundations.

- Facilitation of cross-departmental coordination required for the completion of project deliverables.
- Maintenance and validation of accurate and up-to-date project documentation in Corus databases and systems and with donors.

Roles and Responsibilities:

Project Design/Business Development 15%:

- Advises on key partnerships and supports key project implementation strategies.
- Works with the regional team and the Business Development team to prepare concept notes and proposals.
- When requested, serve as coordinator in the design of proposals that are related to their current portfolio.

Program/Project Management 50%:

- Manage full and timely compliance with LWR & donor policies and procedures. Create and maintain complete project and partner records (electronic, and database) that meet LWR, legal and audit requirements, including Patriot Act compliance.
- Applies knowledge of best practices in project management, especially adherence to the Project Management Manual as well as complementary policies and procedures related to subawards, procurement, and finance and administration.
- Applies knowledge of donor rules and regulations to monitor for compliance for various actions during project start up, implementation, and close out (e.g. procurement, budget adjustments, modifications).
- Lead project startup processes including participating in the handover from the Business Development and Compliance teams, leading/convening project startup processes with relevant stakeholders and participating in the recruitment of project staff (writing job descriptions, participating in interviews, etc.).
- Monitor implementation of the country level programs, backstopping and participating in regular work planning, review of progress toward project targets and deliverables, monitoring of expenses vs. budgets, identifying issues that need to be addressed, and implementing needed adjustments.
- Liaises with the Grants and Contracts team to provide information or carry out follow up actions related to sub-recipient management (contracting, reporting, and monitoring).
- Participate in the annual Corus budgeting and forecasting processes related to project spending within the fiscal year.
- In close coordination with International Finance, support the project team in timely review, analysis, and decision making related to budget analysis (budget variance analysis).
- Coordinate the programmatic reporting processes between the project teams, International Finance, and Grants and Contracts, to ensure compliance with internal and external deadlines.
- Leads project closeout processes with relevant stakeholders in accordance with the organization's internal policies and procedures and relevant donor requirements.

Database Management and Data Integrity 20%

- Ensure data integrity and completeness by maintaining project documentation in electronic databases, including Salesforce and SharePoint.
- Provide project management support using web-based project management software (salesforce). This will include, but is not limited to, uploading project documents (agreements, modifications, proposals, and reports).
- Represents users of Salesforce database in region/countries of assignment to the Salesforce Application Developer.
- Serve as the LAC Salesforce database regional representative in meetings regarding policy changes and updates to the database.
- Produces reports from Salesforce or other databases as required for reporting to various audiences.
- Troubleshoots issues with database with other users in similar positions as part of Community of Practice/Working Group and works with the Salesforce Application Developer to identify and implement new or modified data fields and reporting functions.

Coordination and Collaboration 15%:

- Contributes to documentation of Corus' technical capacities based on project achievements in partnership with Technical Advisors in the Quality Impact and Learning team.
- Represents Corus in the US for technical and planning meetings and at professional conferences and other events in the US and internationally.
- Compiles project information required for regulatory and donor compliance reporting or internal and external audits, in coordination with relevant teams.
- Assists with team's administrative duties such as international wire transfers, documentation, and other operational support.

Supervisory:

- This role reports to the Senior Technical Program Manager **Latin America (LATAM)**

Education:

- Bachelor's Degree in a related field.

Qualifications:

- Five years' experience working in program administration required.
- Experience with an international development or humanitarian agency working on issues of poverty reduction, local economic development, community development highly preferred.
- Experience living, working, or studying in the Latin America region is required.
- Demonstrated interest in economic and social issues in Latin America and the Caribbean, particularly for the specific countries where Corus International works (Colombia, El Salvador, Guatemala, Honduras, Nicaragua, and Peru).
- Excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing.
- Professional fluency in Spanish is required;
- Cross-cultural sensitivity required; experience living and/or working in developing countries preferred.
- Experience working with colleagues in a multicultural, multi-linguistic environment.
- Experience working with US-based and international partners (NGO/FBO/CBOs, universities, and other technical institutions).
- Proficiency in Office 365 applications including Word, Excel, SharePoint, and PowerPoint. Experience with Salesforce a plus.
- Ability to work effectively both independently and as part of a team.
- Ability to lead the coordination of/collaborate on program implementation across multiple teams (between departments, between HQ and country offices, etc.).

Other Duties:

This job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities for the position. Duties, responsibilities, and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

Working Conditions, Travel and Environment

- This position must be able to travel as required for standard domestic and international business purposes, estimated at up to 40% of the time. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and extreme weather conditions, as well as to infectious diseases. Flexibility and ability to travel on short notice desired.
- The duties of the job require regular work at least 5 days/week in alignment with Corus' in person and remote working policy. The employee must be available to work outside normal US office hours or on the weekends as required.

Diversity, Equity, Inclusion and Zero Tolerance to Abuse

As a member of the Corus Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a diverse workforce.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of the Corus family, stakeholders in general, and particularly for the communities we serve.
- Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values

Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.