



Hope for Haiti®

FONDASYON KUEHNER

Job Description

Position Title:	Economy and Infrastructure Program Manager				
Start Date:	August 1, 2016				
Status:	X	Full Time		Part-Time	
				Contract	
Reports to:	Country Director				

Mission Statement: To improve the quality of life of the Haitian people, particularly children, through education, nutrition and healthcare.

Brief Organizational Summary: Hope for Haiti is an innovative and creative international development organization that has been working in Haiti for 25 years. The organization partners with private donors to create community-based sustainable change through a grassroots and strategic holistic approach. Hope for Haiti is an action-oriented and fast-paced organization that believes in partnership solutions to poverty alleviation. Hope for Haiti's vision for the future is one of strategic growth in creating healthy, sustainable communities. Hope for Haiti has a distinguished and well-established Board of Directors that provides the organization with strong governance, oversight, and strategic direction. Building upon the organization's proven track record of success, Hope for Haiti stays true to its mission and founding principles, while offering a dynamic and supportive work environment. For more information about Hope for Haiti, please visit www.hopeforhaiti.com.

Fondasyon Kuehner: Hope for Haiti is a U.S. non-profit charitable 501c3 and is registered as a Haitian Foundation in Haiti called "Fondasyon Kuehner" in honor of Hope for Haiti's Founder and Chair, JoAnne Kuehner.

Position Title: Program Manager (Economy and Infrastructure)

Location: Les Cayes, Haiti

Position Description:

The Economy and Infrastructure Program Manager is responsible for coordinating, managing, and developing economic infrastructure and social business projects in the Cavillon commune and the greater southern region of Haiti. Initially, the Program Manager will be responsible to identify and develop social business and economic opportunities in the commune of Cavillon, which integrate the families of Hope for Haiti's local partner schools.

The Program Manager will work very closely with the Yunus Social Business Consultant, a partner of Hope for Haiti, to help guide the identification of viable business opportunities and to build partnerships with community grassroots organizations and private sector individuals that are already involved in some entrepreneurial/business activities. The Program Manager will also have oversight over major infrastructure projects that Hope for Haiti will be undertaking in the target communities.

He/she is responsible to report on economic development activities as well as specific infrastructure projects that are being implemented by Hope for Haiti within its geographic target area (the Greater South of Haiti). The wide range of complexities inherent in rural Haitian communities will require that the Program Manager has creativity, someone 'who thinks outside the box,' possesses business acumen, and is a natural self-starter. The Program Manager reports directly to the Country Director in these key areas:

- 1) Program Management 20%**
- 2) Social Business Development 50%**
- 3) Infrastructure Project Management 30%**

I. Program Management 20%

Program Management refers to the initial process of mobilizing the target communities to invest their efforts in income generating opportunities, identification of community assets, planning of appropriate interventions, implementation, supervision, monitoring, reporting and evaluation of Hope for Haiti's and the communities' investments in viable/productive infrastructure and social business ventures. This area of responsibility is paramount to ensuring the impact and outcomes of our efforts. This area includes but is not limited to the following activities:

1. In **Program Management**, the Program Manager will design an overall management and implementation strategy for the organization's social business, agri-business and infrastructure community projects.
2. In **Supervision**, the Program Manager will supervise a team of 3-6 coordinators/officers. Additionally, the Program Manager is expected to have supervisory roles for other consultant(s), which may be recruited in due time to support the program.
3. In **Monitoring, Reporting and Evaluation**, the Program Manager is responsible for designing a M&E template during the planning phase of the selected business and/or infrastructure activities where all the program inputs, outputs, outcomes and impact data can be collected to facilitate good reporting. Ongoing evaluation is expected on a monthly, quarterly, and annual basis.
4. In **Communication**, the Program Manager will serve as an important link between the program partners and the Hope for Haiti/Fondasyon Kuehner offices. He/she will be responsible for communicating regularly face to face, via phone and email with the Director of Program Communications (DPC) to prepare reports and

provide other information and data (photos, success stories, lessons learned) that the DPC may need for the organization's communication needs.

5. In **Professional Development**, the Program Manager will seize all opportunities provided by the organization to advance his/her professional career and improve interpersonal skill sets: this may include attending after-work seminars, in and out of country conferences. As with all of Hope for Haiti/Fondasyon Kuehner employees, the Program Manager will be expected to be flexible and engaged in all tasks assigned.
6. In **Drafting/Reviewing Proposals**, the Program Manager may be asked to draft project proposals both for internal funding opportunities as well as for external funding solicitations. He/she may also be asked to help in the review of proposals that may be generated within and for the organization's other program activities.
7. In **Other**, the Program Manager may be asked to complete other tasks and implement other projects at the discretion of the Country Director or Chief Program Officer.

II. Social Business Development 50%

1. In **Community Mobilization**, the Program Manager will get acquainted with the leaders and entrepreneurs in Cavaillon, and more specifically in Hope for Haiti's partner communities, with the aim of gathering knowledge about profitable business ventures that can be established in these communities to serve both the local populations and external markets: Cavaillon, Cayes, etc. Additionally, to mobilize/motivate the families that benefit from Hope for Haiti's support to work toward personal/family self-sufficiency/sustainability through income generating endeavors.
2. In **Identification of Community Assets**, the Program Manager will design a process to identify the communities' assets per family who are landowners. Families who own land along both sides of the water stream/canal must be carefully documented, taking into consideration the name of the family/owner, the quantity of land owned and land ownership (title). Great agricultural potential is viable by virtue of the presence of a permanent water spring and underground water from a dry river that forms water canal where the local residents are already growing some crops.
3. In **Planning of Interventions**, the Program Manager will carefully engage a planning strategy following the phases of community mobilization and assets identification. He/she will prioritize both agricultural and other social business ventures based on solid local and external market data for the social businesses that will serve the local populations and agricultural products grown and whose excess can be easily and profitably sold in nearby markets. Outcomes of inputs must be

planned during this phase, including: (1) types of activities; (2) number of social business entrepreneurs; (3) number of planters; (3) other. In other words, a M&E template should be designed at this stage to properly capture all the inputs, outputs, outcomes and impact data as well as assumptions.

4. **In the Implementation Phase**, the Program Manager will work very closely with the Yunus Social Business Consultant and the local entrepreneurs and or planters selected to get the selected projects under way, following a short initial project implementation and management training.
5. **In collaboration with the Yunus Business Consultant**, the Program Manager is expected to work on the implementation of the Southern Business Accelerator Program, which the Yunus organization will organize in Les Cayes early 2016.
6. In **Developing Strategic Partnerships**, the Program Manager will actively seek information on the major economic players (private sector, micro-finance/banking, government, NGOs) in the South as well as in Port-au-Prince or elsewhere in the country to engage in partnership relationships with Hope for Haiti to advance economic opportunities in the Cavaillon area and in other places in the southern region. Development of strategic partnerships with the Ministry of Agriculture Natural Resources and Rural Development (MARNDR), Ministry of Transport Public Works and Communication (MTPTC), Ministry of Commerce, DINEPA (Direction Nationale D'Eau Potable et D'Assainissement).

III. Infrastructure 30%

Project Management - This is an area that may involve the construction/repair of durable infrastructure such as school buildings, road improvement, water/irrigation, and agricultural infrastructure projects. For such projects, the Program Manager may be asked to play a leading oversight management role in any such projects. He/she would work with the contractors to monitor progress, ensure quality and reporting on degrees of completion as well as community and government involvement/contribution to such development projects.

EDUCATION/EXPERIENCE

- A bachelor's degree (Ba or BS) from an accredited university in economics, business administration, project management, or other related fields. A master's degree (MBA) preferred.
- A demonstrated interest in international development and familiarity with the main concepts, theories, trends and challenges in the field.
- At least three years of experience in international development work, preferably in economic development in a developing country.
- Proven experience with the development of small to medium size businesses with some understanding of agri-business a plus.

- Project management experience of construction related activities.
- Excellent written, oral, and interpersonal communication skills
- Excellent organizational skills and strong economic/business analytical ability.
- Experience with planning, prioritizing, budgeting, financial analysis and reporting.
- Strong foreign language ability, including a proficient background in written and spoken French and/or Haitian Creole (at least one required but both preferred).
- English Fluency required.
- Creative problem solving skills and self-starting abilities
- Excellent computer skills (Word, Excel)
- Strong knowledge of rural life and economic conditions in that environment.
- Proper documentation and authorization to travel freely between the United States, Haiti, and the Dominican Republic.

PERSONAL CHARACTERISTICS

- Personal commitment to the mission of Hope for Haiti
- 30 month commitment to the Program Manager position in Haiti
- Demonstrated experience adapting to and successfully integrating into a different culture; ability to respond appropriately and sensitively to cultural differences as they arise among the organization's service population
- Ability to and make level-headed decisions in stressful situations
- Flexibility and patience in outlook and demeanor
- Ability to live well alone and to interact with numerous guests in Les Cayes, Haiti and travel within the country
- High energy and strong physical condition, including but not limited to the ability to hike distances over 5 kilometers and lift at least 30 lbs over the shoulders
- Ability to work under pressure while maintaining an joyful demeanor
- Strong leadership qualities to direct Haitian team members and foreign visitors
- Ability to resolve interpersonal conflict while preserving a team-oriented outlook
- Proper documentation and authorization to travel freely between United States, Haiti, and internationally as may be required.
- Kindness and a sense of humor

COMPENSATION & BENEFITS

Annual Salary Commensurate with Experience.

APPLICATION PROCESS

Please send cover letter with salary requirement, and CV (with 3 references) in English via e-mail to careers@hopeforhaiti.com. Applications are due by **July 31st 2016** or until a qualified candidate is selected. All applications must be submitted in English.

When sending your application via e-mail please make the subject line read "Your First & Last Name" and "Economy and Infrastructure Program Manager".

Thank you for your interest in Hope for Haiti!
To learn more about us please visit www.hopeforhaiti.com