

## Vice President, Programs at EEmpower

EMpower is a public foundation committed to improving the education, health and wellbeing, and livelihoods of at-risk youth (age 10-24) through grants, capacity-building and other strategic support. We invest in long-term partnerships with local organizations in 15 emerging market countries in Latin America, Africa, Asia, Turkey and Russia that are building opportunities, assets and skills with young people. EEmpower has recently increased its global footprint: it is registered in Hong Kong, India, Singapore, United States, United Kingdom, and has staff in Hong Kong, Istanbul, London, New Delhi and New York. See [www.empowerweb.org](http://www.empowerweb.org) for more information.

The Vice President, Programs will lead EEmpower's programmatic work, including grantmaking, contributing significant expertise and strategy to shape future growth. S/he will be a dynamic, experienced leader, with deep programmatic knowledge and management experience, managing a strong team of seasoned professionals in multiple global locations. The Vice President can be based and work from either EEmpower's London or New York locations. S/he will report to the President, who is based in New York.

### Responsibilities

#### *Program Strategy and Policies*

- Lead program inputs for strategic planning and any mid-point updates; align resources to meet organizational goals
- Review and provide input on country strategies and other strategy documents
- Oversee development, implementation and oversight of policies related to or with implications for programs (due diligence, child protection, travel etc.)

#### *Grantmaking and program initiatives*

- Provide strong, effective internal leadership on annual and multiyear program planning and evaluation.
- Review and sign-off on grants proposed by Program Staff for funding
- Ensure appropriate program oversight and quality standards
- Develop strategies for and oversee major programmatic initiatives
- Suggest and contribute to learning initiatives and capacity-building, including input to workshop agendas and occasional co-facilitation etc.
- Creating, monitoring, aligning the Programs budget (grantmaking, travel, learning initiatives), allocating budgets to Program Officers, and reporting to Boards on it

#### *Management*

- Facilitate cross-learning, teamwork and reflection by the Program Team (currently 9 people in 5 global locations) to maximize program effectiveness
- Manage EEmpower's Senior Program Officers, supporting growth and achievement of results, and recruiting and onboarding any future hires
- Oversee the program budget to ensure accountability and excellent stewardship of resources.
- Promote integration with other areas of the organization, such as Development, Communications and Finance, to facilitate effective teamwork and support to grantees

### *Collaboration and representation*

- Build strategic partnerships, coalitions, and collaboration with other organizations and funders.
- Serve as a spokesperson and advocate for EMpower's mission and programs
- Connect EMpower's programmatic work to the rest of the organization's work (especially external communications and development)
- Assist the Development team in fundraising, including institutional funder strategies, stewarding, proposal writing, and reporting, and presentations and engagement with other donors

### Position requirements

This position requires a dynamic strategic thinker, strong communicator, and excellent connector with superior people and management skills and a proven record of results.

- 15+ years work experience in international youth development or gender and development, at least 5 of these in a senior management role.
- Demonstrated strategic analysis, program design, planning and management capacity.
- Extensive programmatic experience in Africa, Asia and/or Latin America, and one or more areas related to EMpower's mission: youth development, education, livelihoods, health and well-being, gender equity.
- Experienced manager of teams of staff - demonstrated ability to recruit, lead and mentor, with a coaching style focused on talent management - to bring out the best in people, recognize staff, grow their potential, while ensuring accountabilities.
- Strong team leadership – committed to and skilled at fostering collaboration and co-learning with geographically dispersed staff and across the organization
- Strong cultural competence especially with respect to philanthropy – understanding of power dynamics and sensitivity to the best use of grantees' time and resources
- Strong internal and external communication and interpersonal skills – equally comfortable and adept speaking with village girls in rural India or Managing Directors in finance
- Excellent judgment - able to take organizational perspectives and serve as a partner, sounding board and wise counsel for President and other colleagues
- Experience with planning, finance, budgeting – aligning effort to meet priorities and re-shuffling as required.
- Experience working and partnering with foundations, other funders and international organizations
- Strong work ethic and highly productive, managing multiple projects against deadlines
- Pragmatic problem-solver; effective and comfortable making decisions, and supporting staff in decisions on wide-ranging matters
- Ability to sift through substantial amounts of information, to focus on and distill the most important
- Sense of humor. Effective at managing stress and helping staff manage theirs
- Ability to travel internationally up to 50 days/year, and to work flexible hours at critical times
- Fluency in English; high degree of proficiency in Spanish, Portuguese and/or Hindi preferable
- Excellent computer skills, including proficiency with Microsoft Office

- Advanced degree in public policy, public health, human rights, international relations, or related field.
- Existing ability and permit to work either in the US or UK

EMpower is a 501 (c) (3) public foundation that makes grants globally to benefit at-risk youth. We are committed to attracting, developing, motivating and retaining exceptional talent and to a work environment that recognizes contribution, fosters respect and teamwork, and facilitates strong performance. We encourage applicants from diverse backgrounds, recognizing that diversity enriches all staff and our work globally. We do not discriminate on the basis of race, ethnicity, national origin, sexual orientation, gender identity, religion or faith, or physical ability.

Please apply by sending your CV and cover letter to [hr@empowerweb.org](mailto:hr@empowerweb.org), and put VP, Programs in the subject line. We accept applications on a rolling basis, and intend to fill the position for a desired start date in February. We are able only to acknowledge and respond to candidates identified as most suitable.