



# Job Description: Project Director

The Hunger Project (THP) is a global non-profit organization whose mission is to end hunger and poverty by pioneering sustainable, grassroots, women-centered strategies and advocating for their widespread adoption in countries throughout the world. We operate in 22 countries with 330 staff and have mobilized hundreds of thousands of volunteer leaders worldwide. Our programs throughout Africa, South Asia and Latin America are based on an innovative, holistic approach, which empowers women and men living in rural villages to become the agents of their own development and make sustainable progress in overcoming hunger and poverty.

Current Hunger Project office locations include:

**USA:** Global Office in New York City, Washington DC, and multiple home offices.

**13 Program Countries:** Bangladesh, Benin, Burkina Faso, Ethiopia, Ghana, India, Malawi, Mexico, Mozambique, Peru, Senegal, Uganda, Zambia.

**9 Partner Countries:** Australia, Canada, Germany, Japan, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom.

The Hunger Project-Bangladesh (THP-BD) is the largest volunteer-based development organization in the country, implementing strategies of gender-focused community-led development in all divisions of the nation. It is in the process of implementing a five-year partnership with FCDO entitled “Multi-Stakeholder Initiative for Peace and Stability” (MIPS) focusing on preventing and mitigating ethnic, religious, and political violence. MIPS builds on the success of the current PAVE programme described here:

<https://en.thpbd.org/preventing-violence/>

## Project Summary

The Multi-Stakeholder Initiative for Peace and Stability (MIPS) is being implemented by creating multi-party platform consisting of political, civil society and religious leaders to promote peace and harmony in 71 Upazilas under 22 districts of Bangladesh. It engages various stakeholders, including the women and youth to enhance their knowledge skills to prevent and mitigate conflicts in their communities.

## Position Summary

The Project Director will provide strategic directions, essential support and advice to the Deputy Project Director and the team. The incumbent will provide leadership to build strategic partnerships with various actors, lead the project, subgrantees and vendors, and ensure synergy of the works. The Project Director will play a strategic role in liaising with donors, government bodies, civil society, and other relevant stakeholders. They will ensure a

high standard of stewardship in resource mobilization and allocation, financial integrity, accountability, and compliance with the relevant Financial Policies.

This full-time position is based out of THP's Bangladesh Office in Dhaka. The position reports to the Country Director, works in close collaboration with the project senior management team based in Bangladesh, The Hunger Project's global office team in the US and Malawi, and leads a team of 4.

## **Essential Functions:**

- **Strategic Leadership:**
  - Develop and communicate a clear strategic vision for the project to the Country Director and the team.
  - Provide guidance and direction to ensure alignment of project activities with organizational goals and objectives.
  - Foster a culture of innovation and continuous improvement within the project team.
  - Conduct regular strategic planning sessions with the project team.
  - Provide mentorship and professional development opportunities for team members.
  - Evaluate and adjust the project's strategic direction based on changing circumstances.
  - Maintain close relationships with local political leaders, members of civil society.
- **Partnership Building:**
  - Identify, cultivate, and nurture strategic partnerships with key stakeholders, including government bodies, civil society, and other relevant organizations.
  - Lead the consortium by facilitating collaboration and coordination among partner organizations.
  - Foster relationships with external partners to enhance project impact and sustainability.
  - Attend relevant industry events and networking opportunities.
  - Initiate and lead partnership-building meetings with potential collaborators.
  - Establish formal partnership agreements and Memoranda of Understanding (MOUs) with key stakeholders.
- **Stakeholder Engagement:**
  - Act as a primary point of contact for project funders, government bodies, civil society, and other stakeholders.
  - Develop and maintain effective communication channels to keep stakeholders informed of project progress and challenges.
  - Conduct regular meetings and consultations with stakeholders to gather feedback and ensure alignment with project objectives.
  - Prepare and deliver presentations to donors and stakeholders.
  - Develop communication materials, including newsletters and reports.
  - Organize and facilitate stakeholder workshops and forums.
- **Resource Mobilization and Allocation:**
  - Lead efforts to secure additional funding from donors by preparing compelling proposals and engaging in fundraising activities.
  - Ensure efficient resources' allocation based on project priorities and goals.

- Collaborate with finance and resource management teams to optimize resource utilization.
- Collaborate with the finance team to develop accurate and compelling project budgets.
- Participate in funder meetings and negotiations.
- **Financial Stewardship and Compliance:**
  - Oversee financial management processes to ensure integrity, transparency, and compliance with relevant financial policies.
  - Conduct regular reviews of financial reports and budgets to identify and address any discrepancies.
  - Collaborate with internal audit teams to ensure adherence to financial policies and standards.
  - Conduct regular training sessions for project staff on financial policies and procedures.
  - Coordinate with the finance team to ensure timely and accurate financial reporting.
  - Address any financial compliance issues promptly and implement corrective actions.

## Qualifications

### 1. Education (Minimum Needed and Type of Degree Needed):

- Minimum Required: Master's degree in government/political science, business administration or related fields from a reputed University.

### 2. Work Experience (Minimum needed)

- Minimum Required: 5-7 years in a project director role or ten years in another senior grant project management role.
- Preferred: Non-profit setting with remote team structure, and experience in a fast-paced environment with a small team.

### 3. Specialized Knowledge Needed for Job Performance

- Strong knowledge of governance.
- Ability to inspire and enlist the committed participation of senior volunteers from civil society and political actors, including women, youth, and religious leaders.
- Deep understanding of Bangladesh's political dynamics.
- Demonstrated commitment to gender equity and bottom-up approaches to development.

### 4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc...):

- Sound judgment, able to troubleshoot problems, come up with creative solutions, while also identifying issues which need to be escalated.
- Project management skills, ability to prioritize.
- Superior organization skills and attention to detail.
- Strong teamwork and collaboration skills; ability to work with colleagues and partners nationally and internationally.
- Strong team management and leadership skills, proven experience required.

- Self-driven and results-oriented, with a positive outlook.
- Ability to adapt and work in a very flexible, fluid, and evolving environment.
- High level of accuracy and attention to detail.
- Resourceful self-starter with ability to independently multi-task and prioritize.
- High level of comfort with new technologies, and able to quickly learn new tools.

**5. Special Skills (Technical or Advanced)**

- Proficiency in MS Office suite, with expertise in Excel.

**6. Other (Communication Skills, Aptitudes, or Other Specific Skills or Abilities Required):**

- High level of confidentiality.
- Proficient in Bangla and English languages.
- Excellent interpersonal and communication skills in both Bangla and English.
- Ability to work in a varying schedule including nights, early mornings, weekends, and holidays.
- Ability to travel domestically and internationally, and work on multiple time zones, as necessary.
- Commitment to THP's values, including an understanding of and compatibility with our principles and philosophy. The successful candidate will be working with a team who loves what they are doing and feels it is a privilege to be working in service of this mission.

## Benefit Highlights and Salary

Salary commensurate with experience and Bangladesh market standards.

## How to Apply

Please forward your letter of interest, resume, salary expectations, writing sample in English and references for immediate consideration to [infobd@thp.org](mailto:infobd@thp.org) latest by February 22, 2024. Female candidates are strongly encouraged to apply. Please include "**Bangladesh Project Director**" in the subject line of your e-mail.