

Job Description

Project Senior Officer | September 2024

The Hunger Project (THP) is a global non-profit organization whose mission is to facilitate individual and collective action to transform the systems of inequity that create hunger and cause it to persist. We are a global movement of individuals and organizations in 22 countries around the world. Across Africa, South Asia, and Latin America, The Hunger Project works in 9,500 rural communities, reaching 12.5 million people. Our programs are based on an innovative, holistic approach, which supports people living in rural communities to become agents of their own development, address root causes, and make sustainable progress in hunger and poverty reduction.

Current Hunger Project office locations include:

USA: Global Office in New York City and multiple home offices.

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

8 Partner Countries: Australia, Canada, Germany, Netherlands, New Zealand, Sweden, Switzerland, United Kingdom.

Position Summary

The Hunger Project is a growing organization with high ambitions to continue to expand its impact around the world which will require effective audience engagement across multiple platforms. The Senior Project Officer will execute and support the day-to-day project management of a multi-country, multi-million, multi-year grant. This term-limited position will support several Program Country Offices and staff to navigate the award terms, manage work planning, and identify challenges proactively and with a solution-oriented mindset. The Hunger Project prides itself in its organizational culture of kindness coupled with passion and drive.

If you are passionate about changing the world for the better, believe in the power of communities, thrive in a strong and diverse team environment, and know how to effectively and compassionately work in service of a larger mission, then this role is for you.

The successful Project Senior Officer will be highly organized, creative, resourceful, and responsive to and communicative with internal program, development, and finance teams. The successful candidate will be a skilled project senior officer with a robust background in supporting cross-functional international development programs. They will be a strong advocate for program teams and a competent external communicator to support The Hunger Project's presence and reach.

The ideal candidate:

- Wants to change the world – this person has a passion for making a difference, specifically around issues of poverty, hunger, and international development. This person channels that passion with a strong sense of optimism that even big change is possible.
- Has a strong knowledge about the full array of grant and project management matters – this person has built processes, tools, templates, and guidance to support program teams and other internal stakeholders acting as a focal point on all program matters.
- Has experience supporting a high-performing and comprehensive fundraising team – this person has connected programmatic impact and fundraising results, and can support technical nutrition work and communicate effectively with donors
- Is highly organized – defined as being able to manage multiple tasks and requests at once and set clear priorities.
- Is curious and creative – listens to understand the needs of stakeholders (internal and external) and collaborates to find new or more efficient ways of meeting those needs.
- Values highly the importance of organizational culture and demonstrates the organizational values in their day-to-day work

THP employees are not expected to be physically present in the New York or other THP Office space in the USA, except if required for service or by the job function, or determined by the supervisor, or for meeting purposes as needed and instructed by a manager. A manager can always ask for a direct report to come to a THP office space or other meeting space to meet in person for business reasons. To foster collaboration and build teams, THP employees may be required to join in person meetings and gatherings. THP may provide reasonable accommodations to employees who require an exception to this policy.

The position is fully remote, and NY/NJ/CT staff are welcome to come to the office. The full-time position is a full-time 18-month fixed term, with a possibility of extension, and reports to Senior Manager, Grants and Compliance and is exempt for overtime.

The salary range for this position is \$70,000 - \$80,000 USD, not including an annualized cafeteria plan allowance currently fixed at \$18,000. The candidate must have eligibility to work in the U.S. and must not require visa sponsorship in the future.

Essential Functions

Project Management (50%)

- Manage day-to-day support of the Global Nutrition Project, including serving as the first point of contact for Program Country Office communication, providing guidance and support on matters related to donor compliance, communication, and project management;

- Communicate proactively and thoroughly with global colleagues on the fundraising, compliance, finance, and MEAL teams;
- Identify issues or potential risks, including project performance, financial, and compliance, and supports plans and strategies to address those risks, communicating, when appropriate, with the senior director and/or Senior Manager; appropriately consults with support units on Global Office and Program Country Office matters to help make informed decisions.

Financial analysis support for a limited number of large grant funded projects (20%)

- Oversee financial aspects of the project by reviewing monthly invoices for accuracy and compliance;
- Track expenditures against budget and total obligated funds;
- Coordinate development and monitoring of annual budget;
- Forecast expenditures monthly, review and determine causes of variances in expenditures against forecasts and budgets.

Produce and review reports for large grant projects (20%)

- Review and provides comments on project technical work and project reports, as well as managing the report production timeline and process.

Support project operations (10%)

- Provide project operations and implementation, including conducting training, conducting or responding to audits, providing input to work planning, conducting technical research, and performing other relevant tasks;
- Perform all other duties assigned by the supervisor.

Qualifications

Education (Minimum Needed and Type of Degree Needed):

- Minimum Required: Bachelor's degree in international affairs, business or similar field

Work Experience (Minimum needed)

- Minimum Required: 6 years in a similar role.

Knowledge and expertise

- PMD Pro Project Management certification or similar qualification
- International Non-profit organization with remote team structure, and experience in a fast-paced environment with a small team
- Project management experience in increasing complexity and increasing value; demonstrated leadership and passionate support of programmatic success

- Experience in organizational problem-solving, operations, high performance management in complex but low-resource organizations
- Two years of international field experience highly desirable, familiarity with countries in the region preferred
- Financial analysis and budgeting skills, preferably around financial reporting, supporting field operations, and analyzing program spend
- Developed an understanding of professional business standards required to create a high-performing and accountable environment
- Ability to manage multiple projects and prioritize tasks effectively
- Strong attention to detail and organizational skills
- Excellent team member with an attitude of inclusion, an understanding of the value of teamwork, and a drive for success

Special Skills

- Proficiency in MS Office suite, with expertise in Excel
- High level of knowledge with Google Suite and tools
- Proficiency with Spreadsheets, and advanced knowledge of Excel is required

Other

- Fluency in Spanish and/or French is preferred
- High level of confidentiality
- Ability to work with a multiple time zones, including occasional early morning calls
- 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

The Hunger Project is pleased to offer a competitive compensation and benefits package, which includes; a cafeteria plan that allows employees to choose from a variety of pre-tax benefits that may include, but are not limited to health, dental, vision and much more, retirement savings plan with employer match and contributions, personal time off that increase with tenure, bank holidays, sick leave, flexible work arrangements, an Employee Assistance Program, life and disability insurance, paid family leave.

How to Apply

Please forward your letter of interest, resume, salary expectations, and writing sample[1] for immediate consideration to grantsmgmt@thp.org. Please include “**Senior Officer, Projects**” in the subject line of your e-mail.