Chief of Party, Global Broadband and Innovations Alliance

Organization

NetHope enables humanitarian organizations to better serve the developing world through smarter use of technology. A membership organization currently serving 50 leading international humanitarian, health and conservation organizations, we help our members collaborate, innovate, and leverage the full potential of information and communications technology to support their work in the developing world. A catalyst for collaboration, NetHope facilitates shared problem-solving, fosters strong relationships across sectors, and supports the ongoing growth and development of our member organizations worldwide. Learn more at www.nethope.org.

NetHope is a virtual organization and our team members work across the US and Europe.

Program Overview

NetHope holds a ten-year, $25M Cooperative Agreement with USAID's Global Development Lab to bring affordable internet access to the developing world. Under the Global Broadband and Innovations Alliance (GBI), NetHope conducts technical assistance to USAID bureaus and missions around the world, focused on internet connectivity, digital services, and technology policy. The Cooperative Agreement is housed in the Global Development Lab, and is a key mechanism to achieving agency-wide digital development objectives.

Building upon these successes and now looking to institutionalize the importance of internet access to the development sector, the USAID/NetHope collaboration will commit significantly greater resources moving forward to catalyzing USAID investment in internet access and usage as part of the Agency's traditional development programs (e.g. with health, education, agriculture sectors). While greater access and usage of the internet in USAID presence countries remains the driver of this work, we believe that influencing USAID investment in connectivity is the most powerful lever we have to ensure impact at scale.

Position

The Chief of Party has overall responsibility for leading and managing GBI projects to ensure that the projects achieve their intended impact. S/he provides strategic leadership and managerial oversight of the administrative, programmatic, technical, and operational aspects of the projects. S/he is accountable for all aspects of GBI's effective management, including

financial and budgetary oversight, timely implementation of activities, and stakeholder relationship management.

The Chief of Party oversees the day-to-day work of the projects and is responsible for the effective use and deployment of staff and financial resources to achieve project targets. The Chief of Party provides strategic direction, manages program activities and insures compliance with USAID regulations. The Chief of Party is the primary NetHope point of contact with USAID.

The Chief of Party reports to NetHope's Vice President of Global Programs.

Key Responsibilities

Key responsibilities are weighted as follows: Leadership, Management and Oversight with the USAID Context– 50%, Communications and Partnership Building – 30%, Technical Guidance and Thought Leadership – 20%

- Provide strategic direction to GBI project activities.

- Ensure that project performance objectives and mandated deliverables such as technical activities, annual work plans and programmatic/financial/technical reports are carried out in a timely fashion and meet the highest quality standards.

- Supervise and/or coordinate the ongoing administration and financial operations of the Cooperative Agreement in collaboration with the Finance and Operations department of NetHope.

- Serve as the key focal point and communicator with USAID representatives to ensure that USAID and NetHope have a strong relationship. These activities should be carried out in close collaboration with NetHope's VP – Global Programs and CEO.

- Serve as key focal point for representing the goals and objectives of the USAID/NetHope collaboration to the NetHope membership and soliciting strategic feedback from the NetHope membership to inform and support the work being done with USAID

- Report on project progress and challenges as per agreement with NetHope Senior Management team.

- Provide leadership and direction to Monitoring and Evaluation strategies, frameworks, plans and indicators to capture project performance and results. Lead a periodic implementation review process to monitor progress and to identify specific actions that may be needed to achieve expected results.

- Serve as the key compliance advisor in collaboration with other staff. Seek appropriate advice and answers for complex compliance issues. Build and set the standards for compliance per project demands.

- Employ appropriate management procedures as directed by NetHope to ensure that all resources are in place, adhered to, and in compliance with donor rules and regulations and NetHope policies and procedures.

- Select, hire, and supervise staff and subcontractors; assign roles and responsibilities, and manage performance. Oversee and mentor the activities of the Deputy Chief of Party and Broadband Coordinator.

- Develop, monitor and revise budget pipeline and conduct monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of finance deliverables.

- Approve expenditures in accordance with NetHope procedures, cost principles, and regulations.

- Serve as a technical sounding board and thought partner to USAID on proposed activities

- Identify prospective business development opportunities that stimulate funding from the private sector and other donors.

- Plan for and develop proposal submissions for consideration by the Lab, USAID Bureaus and Missions in close collaboration with VP – Global Programs.

- Perform other tasks to ensure effective implementation of GBI projects as required.

Qualifications

Experience

- Deep familiarity with USAID's organization structures, strategic planning and program design processes, and implementing partner community
- Minimum of five years of experience with internet connectivity related programs in the developing world including field deployments, telecom policy and technical evaluation
- Hands-on experience working in a consultative capacity with senior U.S. Government personnel, international organizations, NGO partners, host country governments, and U.S. Government Agencies (especially USAID Missions and Bureaus).
- Extensive experience and knowledge of working with US Government Regulations, especially USAID in both acquisition and assistance

- Demonstrated experience successfully fulfilling performance objectives, including the timely implementation and reporting of donor-funded program activities.
- Significant operational and financial management experience in developing countries.
- Proven experience in designing, implementing, monitoring, and evaluating development and intervention activities with restricted donors, especially USAID.
- Direct senior staff supervision experience required.
- Demonstrated management skills working with complex programs involving short deadlines, multiple tasks, intense pressure to perform, and coordination with multiple partners.

Knowledge and Skills

- A passion for NetHope's mission and for working collaboratively, entrepreneurially, and nimbly in a fast-paced dynamic environment.
- Excellent interpersonal and team skills, extremely collegial. Sense of humor a must.
- Demonstrated resourcefulness and good judgment.
- Excellent diplomatic, interpersonal and communication (written and verbal) skills.
- Thorough understanding of and ability to analyze financial documents, projections, expenditures and accruals.
- Demonstrated capabilities in institutional capacity building, and high-level strategic visioning and leadership.
- Demonstrated ability to manage, motivate, mentor and direct all levels of staff while creating a positive team environment.
- The relentless pursuit of excellence – balanced with a pragmatic sense of what is possible and realistic.
- A penchant for creative problem solving, attention to detail, ability to adapt, spirit of teamwork, and exceptional work ethic.
- Excellent data analysis and reporting skills
- Create and manage relationships and/or partnerships to gain support.
- Demonstrated mastery of project management and good record keeping skills.
- Ability to work independently in a virtual organization. Good judgment, time management, organizational skills and resourcefulness required.
- Effectively communicate via presentations, conversations, and documents.

- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.

Personal Characteristics

- Values diversity of thought, backgrounds and perspectives.
- Ability to multi-task while maintaining vigilant attention to details.
- Integrity/ethics beyond reproach.
- Constantly looking to apply best practices, enable clarity, innovation, and simplicity.

Education

- Bachelor's degree required.

This is a full-time position and the successful candidate must live in the D.C. metro area. Compensation is commensurate with experience. This position requires some travel to locations in the U.S. and around the world.