Job Posting: Information Management and Crisis Informatics Director

Do you have strong experience in the field of Information Management within the NGO sector? Are you an organized self-starter who works well on a team? Do you seek a role with flexible hours and no commute? If you've answered yes to these questions, please read on to learn about the IMCI Director we are seeking at NetHope.

NetHope enables humanitarian organizations to better serve the developing world through smarter use of technology. As a membership organization currently serving over 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 US and Europe.

Position Description Summary:

NetHope is seeking an experienced, enterprising and energetic data analytics and information management professional to lead its efforts to build a strong crisis informatics program. The position will also lead information management initiatives that will serve the organization's programs and NGO members.

Since NetHope works as a virtual team, the IMCI Director must be adept at working independently, reaching out to build team engagement, building and bridging communications in a virtual environment, and adapting to distributed processes and workflows. This position reports to the Vice President, Global Programs.

Key responsibilities include:

Information Management
- Advance NetHope member data sharing in support of NetHope programs.
- Advance the ability of NetHope member NGOs to better utilize data through the development, adoption and scale of best practices and standards related data capture, information management and data visualization.
- Contribute to NetHope's efforts to become a data-driven organization that sets the bar for what it means to be a digital nonprofit.

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Informatics
- Direct NetHope's Crisis Informatics program to meet immediate member, donor and NetHope needs for data-driven decisions during emergency response scenarios.
- Building on the success of the Crisis Informatics work, develop a sustainable informatics model for NetHope, including design, funding and operational planning.

Member Programs
- Significantly contribute to the Data for Disaster Preparedness program specifically around work streams related to data sharing, crisis informatics, data preparedness and best practices for incident response.
- Contribute data capture, information management and data visualization expertise to NetHope member programs as the need is identified.

Personal Characteristics:

- Excellent interpersonal and team skills, extremely collegial. Sense of humor a must.
- Demonstrated resourcefulness and good judgment.
- 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.
- Connection to NetHope's mission.

Knowledge and Skills:

- Expertise in data management, data interoperability and data visualization.
- A passion for NetHope's mission and for working collaboratively, entrepreneurially, and nimbly in a fast-paced dynamic environment.
- A penchant for creative problem solving, attention to detail, ability to adapt, spirit of teamwork, and exceptional work ethic.
- Demonstrated mastery of project management and good record keeping skills.
- Excellent verbal and written communications skills with proficiency in Microsoft Office products.
- Proficiency in synthesizing materials from multiple sources into a coherent and accurate summary.

Education and Experience:
- Bachelor's degree from an accredited institution required. Master's degree preferred.
- At least 7 years of work experience in a professional environment with an emphasis on information management in the international development and humanitarian sector.
- Preferred candidates will have experience working with senior management at NGOs, potential partners and donors.
- Experience managing a team of people.
- International experience and cultural competence required.

Applicants should send a resume and cover letter to jobs@nethope.org by April 20, 2018.

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