



Job Title: Senior Program Manager

Reports to: Executive Director

Job Location: KCP Headquarters is in Amherst, MA, USA; the selected candidate may work at headquarters or remotely if the time zone difference is no more than 6 hours from Eastern Standard Time, USA.

Application Deadline: until filled

Anticipated Job Start Date: November 9, 2020

About the Karuna Center

The Karuna Center bridges divides to build sustainable peace in areas at risk for violent conflict. We design and implement multi-year programs, lead peacebuilding trainings, and provide conflict analysis to national and multilateral organizations. Through collaborations with local partners, we build the capacity of communities and societies to interrupt cycles of conflict, recognize shared needs, and prevent the spread of violent extremism. Since Karuna Center's founding in 1994, our programs have directly engaged a wide range of stakeholders—from grassroots communities to the halls of parliament. We have led training programs or multi-year projects in more than 35 conflict-affected countries. Learn more about the Karuna Center at www.karunacenter.org.

The Opportunity

The Karuna Center is pleased to announce a position opening for Senior Program Manager. The Program Manager is a full-time staff position that plays an important role in the overall management of our programs both internationally and domestically.

Essential Duties and Responsibilities

The primary responsibilities are collaborating with and guiding host country personnel, with significant emphasis on managing the finances within projects and developing new projects. Each of the following activities may occur episodically. All work is undertaken collaboratively with other members of the Karuna Center-US staff, Karuna Center teams in project countries and host country partner organizations.

Program Development:

- Work collaboratively with Executive Director, Director of Operations, KCP Associates, host country partners, and other INGOs to develop new international and domestic programs
- Research grant opportunities to support the funding of new programs
- Co-lead writing narrative proposals and budgets for funding opportunities
- Maintain tracking systems for funding opportunities and submitted proposals

Program Technical Management:

- Work collaboratively with KCP program team and host country partners to supervise logistics and program implementation, monitor progress, and troubleshoot challenges
- Lead the preparation of program reports
- Respond to funder requests for information and project adjustments



- Support monitoring and evaluation efforts
- Maintain databases, calendars, and online file-sharing
- Maintain regular communication with KCP in-country contractors or staff and project partners, and ensure that such information is redistributed to the KCP program staff and others who need it
- Produce written summaries and project updates for a range of audiences, including guiding project team members, briefing officials, orienting host communities and potential partners, KCP's Board of Directors, and fundraising appeals
- Monitor the country and regional contexts of existing programs and brief program team members on the same, or supervise intern to do so

Program Financial Management:

- Work with host country partners, technical experts, and the Directors of Program and Operations on the development of project budgets
- Conduct financial management for projects, which includes monitoring and troubleshooting partner financial reports and receipts; monitoring and managing the rate and appropriateness of program expenditures; and assessing, calculating, and deciding upon budget change requests and guiding those through funder approval processes
- Serve as the main point of contact with host country partners to support their preparation of project financial reports

Operations:

- Contribute to strategic planning, public events, Board meetings, and other operations
- Write program-related policies, procedures, and checklists
- Select, supervise, and work collaboratively with program interns to achieve assigned tasks

Qualifications and Skills:

- Bachelor's degree or equivalent experience in Peacebuilding. Masters preferred, but not required.
- 5+ years relevant experience in program management, including budgeting, basic monitoring and evaluation, and time spent in host countries
- Experience managing grants from USAID, Department of State, United Nations, and/or other governments
- Proposal-writing experience is desirable
- Fluency in spoken and written English required. Knowledge of another major world language is desirable.
- Strong attention to detail and ability to relate it to the big picture
- Proactive, positive, team-oriented work ethic
- Able to anticipate project needs and plan for them, while remaining flexible
- Able to take initiative and manage projects independently, seek consultation as needed, and receive guidance as needed.
- Able to be well organized, manage multiple tasks simultaneously, and meet deadlines
- Strong computer skills with high proficiency in Word, Excel and Zoom or similar platforms



- Commitment to Karuna Center’s mission and ability to reflect its values through strong collaborative approach with colleagues worldwide, and respect for diversity in culture, work styles, language, technology/infrastructure access.

Working Conditions:

- Work performed in an office environment with considerable time using a computer for project related communication, reporting, and data entry
- May include international travel to project sites
- Full-time professional position with some flexibility needed to collaborate effectively with partners across world time zones.
- Collaborative, informal office culture, working in a small team in a rural setting with five universities

Application Instructions:

For full consideration, please start by answering a series of questions on the online application, found here: <https://www.karunacenter.org/application/> and providing a Cover Letter, CV and writing sample.

The Karuna Center for Peacebuilding is an equal opportunity employer and we are highly interested in creating a welcoming environment for a diverse staff. We encourage anyone, regardless of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, sexual orientation, and gender identity or expression, to apply.