DPI Project Manager

Summary: Development Professionals, Inc. (DPI) is hiring a **remote Project Manager (PM)** to support the HQ team in the management of multiple projects. The PM supports overall operational, contractual, administrative, and financial work under the guidance of the Technical Director(s) of the projects the PM supports. This is a full-time, remote position for an early to mid-career international development professional, preferably with USAID project experience and fluency in Spanish or other relevant languages.

DPI is currently implementing several long-term analytical activities for USAID, to which the PM would support, including: the four-year Latin America and Caribbean Learning and Rapid Response (LACLEARN) activity; the three-year Analytic Task on Authoritarian Resurgence and Influence (ATARI) activity; the Kosovo Social Contract Activity (SCA); and the Ethiopia Feteh Justice Activity.

Essential Functions: Responsible for day-to-day project management and administration from award through closeout, including monitoring contractual compliance, managing budgets, overseeing project personnel and subcontractors, and business development as needed.

Specific tasks and responsibilities include:

- Manages administration of multiple simultaneous activities and monitors day-to-day implementation to ensure successful completion within budget and scheduled time frame during activity lifetime.
- Consultant and recruitment support, including searching and shortlisting, vetting and interviewing, handling required documentation, and managing timesheets and payments for short-term consultants and long-term field staff.
- Works closely with the activity Technical Director on financial management and compliance, including overseeing accruals, pipelines, and cost-to-complete reports prepared for both DPI and USAID.
- Supports event planning and implementation for DC- and regionally-based learning events.
- Manages activity resources to foster collaboration of technical experts and program management, including online folder organization and content.
- Support business development efforts as needed – such as developing concepts and budgets for new analytical activities under LACLEARN, or supporting broader DPI proposal processes.

Education & Minimum Qualifications:

- Demonstrable experience in democracy, human rights, and governance (DRG), conflict prevention, or relevant sectors.
- At least 3-5 years' experience in direct USAID project management and support; responsible for overseeing project implementation, contractual and financial compliance, and personnel management.
- Bachelor's degree or advanced degree (preferred) in a related field, including International Development, International Relations, Political Science, or Business.
- Experience in managing international donor projects, and extensive knowledge of donor regulations and policies (including AIDAR and FAR), especially as they relate to contracting and procurement.
- Excellent interpersonal skills; ability to work independently and on a team; strong organization and prioritization skills; and knowledge of U.S. foreign policy in the regions where projects are working.
- Native or full professional fluency in Spanish (or other relevant languages such as French) – highly preferred.

To apply, submit a cover letter and CV to contact@developmentpi.com. Applications are requested by **Friday, August 12, 2022**, although applications will continue to be accepted until the right candidate is identified. The final candidate selection (including desired rate) will depend on client approval.

Development Professionals, Inc. is a ***woman-owned small business*** providing technical implementation and analytical services for DRG and related sectors. We are a growing firm with both long-term field projects and short-term applied research activities around the world. We are a virtual company with staff around the United States.