

DPI Project Manager

Summary: Development Professionals Inc. (DPI) is hiring a Project Manager to support the HQ team in the management of multiple projects. The PM supports overall operational, contractual, administrative, and financial and business development work under the guidance of the Technical Director(s) of the projects the PM supports.

DPI is currently implementing multiple Task Orders under USAID's Analytical Services IDIQ: the four-year Latin America and Caribbean Learning and Rapid Response (LACLEARN) activity; the two-year DRG Assessments activity; and the three-year Analytic Task on Authoritarian Resurgence and Influence (ATARI) activity. The primary activity for support will be LACLEARN, which provides (1) state-of-the-art, gender-informed analytical work, assessments, research and special studies, results management support, and training that contribute to sector learning in the region and build an evidence base for effective programing; and (2) targeted short-term technical and analytical activities in transition environments that require rapid response programming support.

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

Project Management (80%):

- 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.
- Manages Task Order resources to foster collaboration of technical experts and program management, including online folder organization and content.
- Works closely with the Task Order Manager 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.

Business Development (20%):

- Support mission buy-in initiatives to LACLEARN through concept paper development, including technical approach discussions; recruiting; and formatting and solicitation compliance; and budget development.
- Support DPI proposals through managing the proposal process, consultant searching and recruiting, budget development assistance, and formatting and solicitation compliance.

Education & Minimum Qualifications:

- Solid, demonstrable experience in democracy, human rights, and governance (DRG) or conflict prevention areas.
- 2-4 years' experience in direct USAID project management and support, responsible for overseeing project implementation and business development initiatives.
- Prefer advanced study in a related field, including Law, International Relations, Political Science, Government, Business, or International Development, OR in-progress or completed PMP certification
- 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.

**WORK FROM HOME, BUT PREFER BASED IN THE DC AREA BY THE END OF 2021
SPANISH FLUENCY STRONGLY PREFERRED, BUT NOT REQUIRED
SALARY IN THE \$70Ks BASED ON HISTORY/EXPERIENCE**

To apply send a cover letter and a CV to contact@developmentpi.com. Applications are requested by Monday, June 21st, 2021, although applications will continue to be accepted until the right candidate is identified.

DPI 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; please see www.DevelopmentPI.com for more information. As a small business, we are short on formality and hierarchy, and long on professional development and firm-wide knowledge. Come join us as we and our partners implement over \$25 million of new business won in the last 12 months. We are a virtual company with staff around the Mid-Atlantic region and office space in Washington, DC.