



Global Program Manager

Organization	Women's Earth Alliance
Location	This is a fully remote position
Type	Full-time, Exempt
Reports To	WEA's Senior Program Director
Start date	October 2023

WEA is looking for a Global Program Manager to co-lead the operations of our international programs. This is a dynamic role that involves regular collaboration with women environmental leaders around the world, program organization and management, and coordination with WEA team members.

About Women's Earth Alliance:

Founded in 2006, Women's Earth Alliance (WEA) empowers women's leadership to protect the environment, end the climate crisis, and ensure a just, thriving world. WEA designs capacity-building trainings where women leaders benefit from access to technology, economic development, financing, mentorship and a global alliance.

In some of the most environmentally threatened places in the world, WEA leaders are defending forests and rivers, saving threatened indigenous seeds, launching sustainable farms, conserving coral reefs, and protecting land rights. WEA's signature approach has equipped over 37,000 women with technical, entrepreneurial and leadership skills; and in turn, they are reaching over 21 million people in 30 countries with safe water, energy access, regenerative farming, and climate initiatives.

CORE RESPONSIBILITIES

Overall Program Management

- Co-lead operations of global programs in Indonesia, India, Kenya, Uganda, Tanzania, Brazil, Mexico and Nigeria.
 - Development and regular updating of MOUs for each partnership
 - Regular communication with Regional Program Teams to support program implementation, monitoring, evaluation, and learning (MEL), and project quality
 - Manage program timelines and deliverables including annual budgeting processes and bi-annual grant cycles

- o Identify and address emergent program and partner needs
- Collaborate with the WEA Program Team and partners to design and implement additional programs as needed (examples below).
 - o [Together for H2OPE](#) water and sanitation program
 - o [WEA Women & Climate Entrepreneurship Accelerator](#) programs
- Co-design and implement [WEA's Alumni Circle](#) events, programming, and communication

Impact Measurement + Monitoring, Evaluation and Learning (MEL)

- Compile impact metrics and generate visual and written communications assets.
- Collaborate with Senior Program Director, Senior Global Programs Manager, and WEA partners to:
 - o Support partner implementation of monitoring, evaluation, and learning activities
 - o Design new monitoring, evaluation and learning strategies as needed
 - o Collect, analyze, and communicate program impact
- Collaborate with WEA Program Team to:
 - o Ensure program participants fully complete the impact frameworks in their workbooks
 - o Analyze participants' self-reflection surveys pre- and post-programs
 - o Conduct annual impact surveys with program partners and graduates
- Coordinate with program partners to develop final reports based on final program evaluations

Storytelling + Communications for Impact

- Collaborate with Development Team to share impact stories for grant reports, donor engagement, and fundraising materials
- Document program developments and successes for internal use, social media, donor communication, and marketing materials
- Collaborate on grant writing to grow programming
- Co-lead program storytelling efforts in partnership with WEA Program and Communications team members and partners, including developing written stories, and guiding and managing photography/videography content collection
- Keep program design documents up-to-date, including program webpages, workbooks, budgets, timelines, MOUs, and contracts

Representation and advocacy

- Occasionally participate in events, conferences, and fundraisers
- Manage, participate and grow WEA's network of organizational program partners focused on climate, gender, racial and economic justice
- Identify opportunities for WEA's growth, expanded capacity building work, and global alliance-building

Role Requirements

- Candidates must be fluent in English. A strong preference will be given to candidates who also demonstrate high proficiency in Spanish (both oral and written communications).
- Flexibility and openness to work atypical hours in order to build relationships and to accommodate communications with global partners.
- At least 3 years experience designing, managing, and/or supporting programs.
 - The ideal candidate will have program experience in gender, climate, and/or environmental advocacy.
 - The ideal candidate will have experience managing international programs, managing intercultural relationships, and/or working globally.
- This is a fully remote position (no exceptions). Candidates must be committed to and comfortable working remotely. Candidates must have an appropriate remote working environment, including reliable phone and internet.(NOTE: Limited opportunity exists for this position to occasionally utilize WEA's Bay Area office).
- Detail-oriented, organized, and comfortable managing multiple priorities at once.
- Experience conducting impact monitoring, evaluation, and learning (MEL).
- A successful track record of cultivating and stewarding relationships, collaborations and projects (Strong preference for those demonstrating a track record of performing these tasks in an international context).
- Strong interpersonal skills, emotional intelligence, and willingness to go the extra mile to build effective working relationships with team and partners—whether by phone, Zoom or in-person
- Experience creating and managing budgets.
- A commitment to justice and equity demonstrating a strong understanding of the inextricable relationship between environmental degradation and the perpetuation of racial, economic, sexual, and ethnic oppression and injustice.
- Additional consideration will be given to candidates that demonstrate leadership initiative, problem-solving, and a commitment to organizational mission and vision.
- Ability to periodically travel to the San Francisco Bay Area for organizational events and gatherings.

Role Preferences

- Interest and enthusiasm to travel internationally once a year to meet with partners outside of the United States.
- Bachelor's Degree, or ideally a Master's Degree, in Environmental Studies, International Development, or related fields.
- A strong desire to learn and a personal and passionate commitment to WEA's organizational mission.
- Proficient in or dedicated commitment to quickly learn common workplace platforms (e.g. Microsoft Office, Google Workspace, AirTable, etc. Additional consideration will be given to those who are proficient in Slack, Asana, and Salesforce.

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Compensation:

The dedicated salary range for this position is \$65k-75k annually, depending on experience.

Benefits include (but not limited to):

- 16 paid holidays per year, including “Winter break” from December 25th - January 1st
- 2 weeks vacation per year to start
- 10 sick days per year to care for you and your family
- Employee medical, dental and vision covered at 100%
- Employer paid life insurance, STD, LTD
- 403(b) retirement plan available
- Stipend for professional development/skill-building including certifications related to employees position
- Reimbursement for home office internet costs
- Weekly team wellness check-ins
- Travel for team-building retreat

We believe that many environmental movements have perpetuated the marginalization of the global majority. We believe that these communities must be centered in the environmental movement. As such, WEA offers a rewarding, collaborative, and supportive work environment, which is a welcoming place for women, Indigenous people, people of color, LGBTQ+ people, various religious, ethnic and socio-economic backgrounds, and parents.

Additional details:

You will report to WEA’s Senior Program Director, and collaborate with WEA team members across the organization. Your key working relationships will also include WEA Program Partners and program participants.

Location:

While WEA is largely a remote workplace, team members may be asked to travel to attend Bay Area events and meetings, or to conduct international site/partner visits.

This position is only open to applicants eligible to work in the U.S. (Unfortunately, we are unable to offer support with visas.)

To apply:

Please submit a cover letter and resume to careers@womensearthalliance.org with “Program Manager” in the subject line and include where you heard about the job in your cover letter. The position will remain posted until filled. We’re looking forward to learning more about you!

Women’s Earth Alliance, fiscally-sponsored by Earth Island Institute, provides equal

employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.