



**Position:** Program Director  
**Type:** Full Time, 2 Year, Independent Contractor  
**Reports to:** Executive Director  
**Position Location:** U.S.A. - location in the U.S. is flexible  
**Start Date:** March 2019

## MISSION

Promote gender equity through sport and the Olympic Values in post genocide affected countries.

## VISION

Build a global community in which the power of sport enables boys and girls to positively challenge and shift gender, social and cultural norms that reinforce gender inequality.

## OVERVIEW

[Kids Play International \(KPI\)](#) has been working in the rural community of Gatagara, Rwanda since 2010 and in October 2018 launched a new program outside of Siem Reap, Cambodia.

KPI is working towards **reducing negative gender stereotypes** and **improving the leadership skills of women and girls** so they can forge their own paths. Our Let's Play Fair, All Girls United (AGU) and Fair Play Community Day programs encourage both girls and boys to challenge harmful gender stereotypes; and help girls find their voices in order to transcend restrictive conceptions of femininity, become confident leaders and self-advocates, and ultimately attain better educational, employment, and healthy living outcomes.

## GROWTH

KPI is working toward transitioning day-to-day program operations to local staff in Rwanda and building coach capacity in Cambodia. In addition, KPI is sharing our gender and sport methodology through our Fair Play workshop that will enable us to deepen our impact and expand our scale and scope in the years to come.

## POSITION SUMMARY

The Program Director's (PD) main responsibility is providing strategic leadership, oversight of KPI's programs; **Let's Play Fair, All Girls United and Fair Play Community Day** and ensure they are in line with the mission and vision of the organization. The PD will manage program staff in both Rwanda and Cambodia and will be responsible for managing budgets, hiring and onboarding new program staff, fellows and interns and provide guidance on curriculum development, coach training and professional development. The PD will utilize data that is collected from KPI's programs to inform programmatic changes and to ensure that the programs curricula aligns with the organization's mission and supports the organization's logic model goals and outcomes. The PD will provide strategic direction and recommendations for long term program development. Additionally, the PD is responsible for researching potential grants, writing quarterly grant reports and ensuring that awarded grant proposal activities are met. The PD will travel annually and spend up to 1 month at both program sites in Rwanda and Cambodia; flight, accommodation and transport will be covered by KPI. The PD will report directly to the Executive Director/Founder.

## Primary Duties and Responsibilities

- Develop and implement management strategy for Program Staff in Rwanda and Cambodia.
- Support high quality program implementation of gender equity, sports-based youth development programs through the management of in country staff.
- Provide ongoing guidance to KPI staff on developing curriculum for all KPI Programs.
- Provide ongoing guidance to KPI staff on professional development trainings for KPI Coaches to be implemented by Program Coordinators.
- Ensure all qualitative and quantitative data is collected and analyzed.



- Using program data to recommend changes to the KPI program model and curriculum to improve impact and outcomes.
- Ensure that all awarded grant activities are met in Rwanda and Cambodia.
- Write grant and quarterly reports and ensure they are submitted on time.
- Ensure there are strong policies and procedures in place to support functional infrastructure and staff.
- Communicate to Executive Director program activity successes, challenges and obstacles and grant activity progress.
- Coordinate volunteer trips from the U.S. to Rwanda and Cambodia.
- Research potential program grant /funding opportunities and partnerships.
- Assist with fundraising events in the U.S.
- Support the Program Coordinator in Rwanda in the building of an indoor multi-sport activity center.

### **Qualifications**

- Bachelor's degree plus 3 years of relevant work experience **or** 6 years of relevant work experience required without a degree.
- Deep belief in and understanding of gender equity and using sport as a tool for shifting harmful gender, social and cultural norms
- Demonstrated ability to lead, delegate and motivate team members
- Strong staff management skills
- Strong interpersonal skills to communicate problems and potential solutions
- **Strongly preferred:** Experience traveling to or living in Africa or Southeast Asia
- Excellent writing and verbal communication skills
- Excellent ability to prioritize tasks and meet deadlines
- Experience implementing activities outlined in awarded grants
- Strong report writing and presentation skills
- Knowledge of international program management, and experience analyzing, providing insight, support and direction to ensure continued program progress
- Ability to be a self-starter, team builder and demonstrate the capacity for maintaining high professional standards
- Proficiency in standard computing applications (Word, Excel, PowerPoint, etc.)

**Compensation:** Commensurate with experience.

**Learn More:** [www.kidsplayintl.org](http://www.kidsplayintl.org)

**How To Apply:** All candidates should email a cover letter describing their interest and qualifications and a current resume to: [info@kidsplayintl.org](mailto:info@kidsplayintl.org). Please include “KPI Program Director” in the subject line. **Deadline February 8, 2018. Candidates will be interviewed on a rolling basis.**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management retains the discretion to add to or change the duties of the position at any time. Kids Play International is an equal opportunity organization and celebrates diversity and is committed to creating an inclusive environment for all staff and/or consultants.*