



ORGANIZATIONAL DEVELOPMENT MANAGER

**Local Partner Development
Jamaica**

Job Description

About FHI 360:

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

About LPD:

The primary objective of Local Partner Development is to build the capacity of Jamaican non-governmental organizations, social enterprises, community-based organizations, other civil society organizations, and government entities that partner with USAID in Jamaica. Local Partner Development is a 5-year activity, implemented by FHI 360 and fully funded by USAID under the Caribbean Basin Security Initiative (CBSI). In alignment with the CBSI's objectives, Local Partner Development's intent is for the Jamaican organizations it supports to become more effective and sustainable actors, with the ultimate goal of improving Jamaican citizen security and social cohesion.

The project focuses on: civil society capacity strengthening; social enterprise development; enabling environment improvement; and collaboration among civil society, government, and the private sector. All technical areas will support and link with citizen-security results.

Job Summary / Responsibilities:

The Organizational Development Manager will report to LPD's Civil Society Specialist and will have overall responsibility for designing and overseeing LPD interventions aimed at developing the capacity of CSOs and local stakeholders to improve overall organizational sustainability under LPD's Component 1. S/he will design and oversee delivery of a comprehensive package of capacity development activities that support the technical and institutional development of partners on the project. S/he will develop collaborative relationships with other LPD staff, in addition to Component 1 team, such as Business Management Specialist and Grants team. This position is expected to bring innovative ideas, methodologies and approaches to capacity building and organizational strengthening of Jamaican CSOs that focus on youth crime and violence prevention.

Duties include:

- Conceptualizing and coordinating LPD's organizational development and capacity building interventions
- Working with LPD's institutional partners to develop capacity in governance, planning, operations, financial viability and management, especially related to youth crime and violence prevention
- Working with LPD's partners to develop and apply capacity needs assessments, create capacity building plans, and define organizational development impact pathways and strategies
- Providing strategic guidance, oversight, and coordination of LPD's project staff engaged in delivery of key programs: Pathways to Sustainability, Stepping Stone to Success, Business Incubator

- Providing guidance, oversight and management of LPD's external trainers and consultants engaged in providing organizational development and capacity building assistance to project partners and beneficiaries
- Facilitating the development of tools for application within beneficiary institutions to enhance their capacity, and design necessary training to improve key partner organizations' operations and management
- Liaising with other participating partners on issues of technical assistance coordination and planning
- Providing assistance and guidance for the preparation of briefs, reports and other informational materials, as required
- Providing content for the LPD website and other digital assets, specific to social media updates
- Contributing to project reporting, work planning and deliverables as required
- Other duties as needs arise

Minimum Qualifications:

- Bachelor's Degree or its International Equivalent - Behavioral, Life/Social Sciences, International Development, Human Development or related field. Master's degree preferred.
- 5-8 Years of relevant experience in activities related to civil society strengthening, NGO management, organizational development. Experience working with CSOs focused on crime and violence prevention, community development, and/or working with at-risk youth in Jamaica.
- Minimum of 5 years of direct experience applying performance assessment methodologies to identify and address performance gaps, developing and implementing capacity building plans, building consensus among organizations for improved performance, and developing training interventions for stakeholders in Jamaica
- Demonstrated ability to manage teams; experience successfully supervising trainers and consultants
- Excellent management, planning, and coordination skills, including the ability to manage complex project activities, set realistic priorities, and plan for the successful implementation of activities
- Demonstrated capacity to work independently and in a collaborative environment as well as show initiative and self-motivation to lead and develop tasks to achieve results
- Highly desirable is experience working in dynamic inner-city communities and prior experience working on projects related to civil society, youth and marginalized populations
- Previous experience of working on USAID-funded projects is desirable
- Ability to travel occasionally on a short-term basis
- Demonstrated leadership, versatility, and integrity
- Proficient writing and verbal communication skills.
- Relevant computer software skills (including, at a minimum, the standard applications in MS Office).

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

How to apply:

Candidates must submit their application, including CV, via email to JamaicaLPDInfo@fhi360.org by **April 30, 2019, 5:00 p.m. Jamaica time**. Email subject line must include **"Organizational Development Manager"**. We appreciate all interest in this position, but only shortlisted candidates will be contacted.

We offer competitive compensation and an outstanding benefit package. Please click [here](#) to visit FHI 360's Career Center for a list of all open positions.

FHI 360 is an equal opportunity and affirmative action employer. FHI 360 is an equal employment and affirmative action employer whereby we do not engage in practices that discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status, genetic information or any other status or characteristic protected under applicable law.