



DEPUTY DIRECTOR OF PROGRAMS

School-to-School International (STS) is a nonprofit organization based in Pacifica, California committed to improving the lives and learning of children worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 40 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

Role: The Deputy Director of Programs assists the Director of Programs in two key roles: ensuring the quality management of STS projects and supervising the work of STS program managers and teams. The Deputy Director of Programs will serve as Senior Technical Manager in addition to their leadership in the programs department.

Responsibilities

1. *Directly supervise, mentor, coach, and support staff*
 - a. Conduct regular check-ins with direct reports (technical managers and coordinators) to ensure quality program management in the following areas:
 - i. Budget and pipeline management including tracking burn rate
 - ii. Work plan review
 - iii. Project labor allocations
 - iv. Deliverable(s) submission
 - v. Contract compliance issues
 - vi. Timesheet review and approval
 - vii. Staff management including program coordinators, program assistants, consultants, and local hires
 - b. Collaborate on staff planning and allocations across the Programs department.
 - c. Provide both formal and informal mentorship, coaching, performance improvement, and and guidance to the Programs department.
 - d. Contribute to recruitment, engagement, and retention as needed.
2. *Programs department leadership*
 - a. Collaborate with Director of Programs to develop and implement systems, procedures, and tools to ensure the effective and efficient management of projects and reporting of their status to STS's senior management.

3. *Project management*

- a. Planning & management
 - i. Maintain an internal work plan/implementation plan/Gantt chart for the project consistent with the activity monitoring and evaluation plan.
 - ii. Monitor the progress of project activities and ensure deliverables are met.
 - iii. Ensure technical, financial, and contractual compliance of project. This includes overseeing technical activities to ensure quality and compliance with the client's expectations concerning financial, technical, and management requirements (e.g., budget projections for the client, procurement process, and recruitment of consultants).
 - iv. As applicable to the project, provide home office supervision of field staff, including leading hiring and onboarding of field staff and reviewing performance of field staff.
- b. Financial management
 - i. Create and manage project budgets and revise as needed.
 - ii. Advise Director of Programs on project staffing needs.
 - iii. Maintain project pipelines, including monthly projections and projected field transfers when applicable.
 - iv. Make requests to client for budget modifications as needed.
 - v. Review and approve consultant invoices and all project-billable costs.
 - vi. Review and approve monthly invoices to clients.
- c. Communication
 - i. Serve as the primary point of contact for the client and project field staff.
 - ii. Prepare and submit reports as required, including monthly or quarterly project reports and trip reports.
- d. Contracts management
 - i. Ensure project execution in compliance with the contract and troubleshoot as necessary.
 - ii. Request contract extensions or modifications as needed.
- e. Technical support
 - i. Support the design, development, and implementation of project deliverables in areas of expertise (M&E, literacy, or other content area). This includes drafting/reviewing concept notes, contributing to external reporting, developing program approaches, drafting/piloting tools, and other tasks relating to project activities.
 - ii. Represent STS at working groups, committees, conferences, and other knowledge-sharing opportunities when appropriate and feasible.
 - iii. Contribute to STS external communication through drafting blog and website content, technical briefs, and other reports as needed.
 - iv. Recruit short-term technical assistance as needed by project.
 - v. Review project's technical products for quality.

4. *Business development*

- a. Participate in STS's business development activities as needed, including capture missions, recruiting, proposal writing and review, budgeting, and assistance with supporting documentation.
- b. Attend meetings, conferences, and events to learn about business development opportunities and identify potential partners.

5. *Other duties as needed*

Supervision and Oversight: The Deputy Director of Programs supervises multiple Programs department staff and reports to the Director of Programs.

Qualifications

- Master's degree in international development, education, economics, statistics, research methods, technical content area, or a related field preferred
- 5 to 8 years of progressively responsible program management and leadership experience in international development
- Experience managing and coaching remote staff and consultants
- A mastery of USAID rules and regulations
- Experience managing and conducting monitoring and evaluation of international development projects—especially education projects—funded by USAID, FCDO, or other bilateral donors
- Familiarity with USAID's Education Strategy and experience with Early Grade Reading Assessment (EGRA)/Early Grade Math Assessment (EGMA) administration, including budgeting, logistics, and implementation support desired
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Experience living or working in developing countries a plus
- Spoken and written fluency in English required; professional proficiency in a second language, especially French, strongly preferred
- Demonstrated initiative, versatility, integrity, and interpersonal skills, including intercultural and culturally sensitive communication skills
- A keen sense of urgency and strong work ethic, positive mindset, and comfort with the ambiguity and pace of a small nonprofit
- Willingness to travel and work abroad a minimum of four to eight weeks per year
- U.S. work authorization required; STS is not able to sponsor employment visas
- STS requires the holder of this position be fully vaccinated against COVID-19

Location: Although STS staff largely work remotely, preference will be granted to candidates located in or willing to relocate to one of STS's current hubs: Washington DC Metropolitan Area, San Francisco Bay Area, or Research Triangle in NC.

Salary Range: \$90,000-\$115,000

Please submit a resume/CV and cover letter describing your interest and qualifications to communications@sts-international.org with the subject line “Deputy Director of Programs”. Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by applicable law.