

- Title: Senior Manager of Programs
- Position: Staff, full-time exempt
- Location: Telework position, preference for candidates based in the Minneapolis, MN metro or Washington, DC metro.
- Reports to: Maestral's President, Philip Goldman
- Works with: Works closely with Maestral's HQ staff including Business Development Manager; Sr. Manager, Operations and Compliance; Sr. Manager, Strategy and Impact; and Executive Assistant. Oversees Maestral Advisors and external consultants in Maestral's project teams. Serves as the primary point of contact for clients.

This position is not eligible for Immigration Sponsorship. Candidates must be eligible to work in the United States.

About Maestral International

Maestral International, LLC. is a globally recognized team of experts dedicated to transforming systems that protect and support vulnerable children and youth. Guided by a commitment to ensuring children are free from violence, abuse, neglect, and exploitation, we strengthen human capital to improve health, education, and social outcomes, contributing to long-term economic development, poverty reduction, and social cohesion.

Maestral has worked in over 100 countries alongside multilateral, bilateral, private, and NGO clients. Our work focuses on producing child-centered evidence, building capacity for integration and coordination, translating policies into costed plans, improving program quality, monitoring and evaluating interventions, and developing advocacy and technical resources. Aligned with the global sustainable development agenda, Maestral's efforts center on family strengthening, violence prevention, child wellbeing, and resilience-building for marginalized children.

Learn more about Maestral at <http://maestral.org>

Position Description

The Senior Manager of Programs ensures the successful delivery of Maestral's projects by overseeing execution, performance, and quality assurance. This position manages project teams, aligns deliverables with client expectations, and resolves implementation challenges, including contract negotiations and client concerns. Additionally, the role supports human resource functions for Advisors, such as recruitment, onboarding, and performance evaluations. By collaborating with Business Development Manager on proposal budgets and talent acquisition, and monitoring compliance with funder

requirements, this position plays a critical role in aligning project management with Maestral's organizational goals and standards.

Key Responsibilities

Leadership

- Participates in Maestral's Management group and attends regular Management Group meetings with Maestral's President.

Project Management Oversight

- Define and maintain a comprehensive portfolio management strategy that aligns with Maestral's goals and objectives.
- Works with Management Group to prioritize which specific opportunities should be pursued consistent with Maestral's organizational strategy.
- Develop and oversee implementation of processes and tools for project and program management.
- Oversee project execution to ensure deliverables are met on time, within scope, and within budget.
- Oversees project performance and budgets, implementing quality assurance measures to maintain high standards.
- Manage project teams to ensure alignment with project goals, timelines, and client expectations.
- Ensure project scope remains consistent with agreed terms and manage necessary adjustments as needed.
- Serve as the focal point for addressing and resolving client concerns and feedback related to project implementation.
- Negotiate and finalize contracts for new projects, ensuring terms align with organizational and funder standards.

Human Resources (Consultants)

- Develop and update Maestral's strategy for sourcing advisors, including maintaining Maestral's consultant database.
- Oversee the recruitment and onboarding of advisors in collaboration with Maestral's Human Resources and Development Advisor.
- Manage the performance evaluation process for Advisors, including facilitating self-evaluations and team peer reviews.
- Address and resolve HR issues within project teams, including mediation and, when needed, changes in personnel, in collaboration with Maestral's Human Resources and Development Advisor.

Business Development

- Lead budget development for proposals, ensuring alignment with project requirements and organizational goals.
- Support the Business Development Manager to establish proposal teams.

Learning

- With the Sr. Manager, Strategy and Impact, analyze data from ongoing and completed projects to identify areas of strength as well as opportunities for improvement.
- Provide guidance and mentorship to project team leads.
- Drive innovation and continuous improvement in project execution and outcomes.

Compliance and Risk Management

- Monitor compliance with contracts and funder requirements, including contract fulfillment and preparation of client invoices.
- Approve consultant invoices for payment, ensuring accuracy and alignment with budgetary expectations.
- Monitors project Safety and Security and Safeguarding processes, working closely with the Sr. Manager, Operations and Compliance to ensure adherence to current systems.

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

Requirements

Education:

A master's degree in international development or a related field.

Experience:

- Minimum of 8–10 years of progressive experience in project portfolio management, program management, or a related field, with at least 3 years in a senior leadership or management role.
- Demonstrated expertise in managing complex, multi-stakeholder projects, preferably in international development, child protection, or social welfare sectors.
- Proven experience overseeing project budgets, ensuring compliance with funder requirements, managing risk, and fostering strong client relationships.
- Experience working directly with clients to address concerns, align deliverables with expectations, and maintain high levels of satisfaction and engagement.
- Familiarity working with donors such as UNICEF, USAID, the World Bank, FCDO, and other similar funders.
- Experience in recruitment, performance evaluation, and team management, including working with consultants and diverse project teams.
- Strong cultural sensitivity and a global mindset, with demonstrated experience managing geographically dispersed and diverse teams.

- Working experience in fields such as international development, child protection, or related fields preferred.

Skills and Competencies:

- Strong project management skills, including the ability to manage multiple projects simultaneously and deliver high-quality outcomes on time and within budget.
- Exceptional leadership and interpersonal skills, with a demonstrated ability to mentor and guide team members.
- Excellent negotiation skills, particularly in contract development and client relationship management.
- Advanced problem-solving and mediation abilities, with the capacity to address client and team concerns effectively.
- Strong analytical skills, with the ability to use data to inform strategy and improve project outcomes.
- Familiarity with safeguarding, safety, and security processes within project management.
- Excellent written and verbal communication skills, including the ability to engage with high-level stakeholders and represent Maestral effectively.
- Fluency in English is required for this position, working knowledge of another UN language is highly desirable.

Technical Knowledge:

- Excellent proficiency in Microsoft Suite including Excel, Teams, SharePoint, and Planner. Adaptable to different technologies and understanding of project management tools and systems to enhance portfolio oversight and team coordination.
- Knowledge of UNICEF, World Bank, USAID, FCDO, or similar funder compliance and operational requirements.
- Understanding of human resources best practices, including recruitment and performance evaluation, particularly in a consultancy context.

Work Style and Values:

- Self-motivated and proactive, with the ability to work independently and with limited oversight. This role requires someone who takes initiative to identify and address challenges and contributes to the team's success without hesitation.
- Organized, detail-oriented, and committed to aligning their work with Maestral's mission and values to protect and support vulnerable children and youth.
- Collaborative mindset, with the ability to work effectively with a remote team across time zones and contribute to a positive, team-oriented culture.
- Adaptable and flexible, able to respond to evolving project priorities and challenges while maintaining a solutions-focused approach.

Other Requirements:

- This individual must serve with integrity and be willing to sign Maestral's Child Protection Policy.

- The person holding this position must be legally authorized to work in the United States at the time of the assumption of this position.
- Preference for candidates based in the Minneapolis, MN metro or Washington, DC metro areas.
- Ability to travel domestically and internationally as needed*.

**This role requires minimal travel to Minneapolis, MN and/or Washington, DC for HQ and Board meetings, as well as attendance at Maestral's biennial team retreat. Ideally, the candidate will be available to join the team in Vienna, Austria during the week of March 10, 2025, for our upcoming team-wide retreat.*

Benefits

Work with a small team of dedicated and passionate employees and consultants at Maestral. We offer a competitive benefits package including: a generous PTO policy, 12 paid holidays, retirement plan, health coverage reimbursement stipend through Qualified Small Employer Health Reimbursement arrangements (QSEHRA), a matching gift program, flexible work schedule, and a telework working environment.

The salary range for this position is \$90,000 - \$120,000 based on experience & qualifications. Final compensation will be determined by the candidate's relevant experience, skills, and overall alignment with role requirements. Please note not all candidates will qualify for the upper end of the salary range.

Application

Interested candidates should submit their i) Resume, ii) Cover Letter, and iii) Information for two professional references through this application [link](https://airtable.com/appYBaz2OQRoG3W58/pag0qhEbdM8SEyKnQ/form) (<https://airtable.com/appYBaz2OQRoG3W58/pag0qhEbdM8SEyKnQ/form>).

Applications will be reviewed on a rolling basis with a deadline of **30 January 2025**. Applicants are requested to be available for interviews the week of 5 February.

Questions

Please direct any questions about this position or the application process to info@maestral.org with the subject line: Sr. Manager of Programs.

Maestral International is an equal opportunity employer.