

## **Head of Programs and Development - DKT International**

### **Job Description**

[DKT International](#) seeks candidates for the position of Head of Programs and Development. This person will be responsible for managing the development and implementation of programs and grant management and fundraising activities that support the organization's mission and goals. The role requires a deep understanding of the organization's strategic direction and the ability to identify and prioritize opportunities for growth and expansion. This role will also provide support to the President in the development of new programs in alignment with DKT's mission.

This includes leading and working on the following, much of which is done in collaboration with DKT field offices around the world.

### **Program Management**

- Develop program assessment protocols for evaluation and improvement
- Maintain organizational standards of satisfaction, quality, and performance
- Oversee multiple project teams, ensuring program goals are reached
- Manage budget and funding channels for maximum productivity
- Resolve issues with programs, stakeholders and donors.
- Manage and direct small team of business development professionals

### **New Business Development Support**

- Lead grant proposal development and submission
- Draft proposals/LOIs, grant application narratives, and budgets, and collaborate to finalize with program staff, finance, Country Directors, and the CEO;
- Develop program management tools with the field offices;
- Maintain records of contracting and contract amendments;
- Establish and maintain relationships with key stakeholders, including donors and partners;
- Research new funding and business development opportunities;
- Foster collaboration between program, finance, information technology, and other administrative functions so that all grant management activities are smoothly implemented;
- Facilitate revenue recognition activities by providing progress updates to Washington-based finance department to support the annual global statutory audit.

### **Administrative Support**

- Provide administrative support by maintaining records of programs/grants for the Washington office, including a physical and digital (server) library;
- Prepare materials for publications, board meetings, etc., as needed

**Required qualifications:**

- Bachelor's degree and at least 5-7 years' experience in project management and fundraising.
- Strong writing, organizational and analytical skills
- Strong analytical and problem-solving skills
- Ability to prioritize tasks and delegate them when appropriate
- Ability to manage multiple projects with sensitive timelines.
- Incumbent should be highly detail-oriented with exceptional interpersonal skills.
- Excellent time management skills with a proven ability to meet deadlines
- Strong verbal and written communication skills.
- Proficient with Microsoft Office Suite or related Software
- Experience working with institutional donors is strongly preferred.
- Experience responding to calls for proposals is strongly preferred.
- Conversant in issues of international public health (especially reproductive health), medical devices, or pharmaceutical products
- Oral and written English skills. Additional languages are a plus.

The candidate must share DKT's enthusiasm for providing and promoting contraceptives and safe abortion and should enjoy and be comfortable with all aspects of family planning and reproductive health, including abortion.

DKT typically hires a person who is accustomed to and enjoys working largely on his/her own with minimal supervision, a person who likes to manage projects and be accountable for the results. Should have strong time management, organizational, and relationship-building skills. Candidates should be results oriented, success-driven, self-motivated, problem solving, comfortable with risk-taking, impatient with bureaucracy. A very strong sense of ethics, honesty, and integrity are assumed.

**Company Description**

Since 1989, the nonprofit organization DKT International has been promoting family planning, safe abortion, and HIV/AIDS prevention through social marketing around the world. DKT operates programs in 100+ countries, and is one of the largest private providers of contraceptive and safe abortion products, services, and technology in the world.

At DKT International, we embrace and celebrate diversity in all its forms. We believe that diverse perspectives and experiences empower us to make a lasting impact on global sexual and reproductive health. By fostering an inclusive work environment, we create opportunities for collaboration, innovation, and personal growth, ensuring every employee feels valued and respected.

We offer a comprehensive benefits package designed to support the well-being of our employees. This includes competitive compensation, robust health and wellness benefits, company-paid medical, dental and vision

coverage, flexible work options, professional development opportunities, and retirement planning.

For more information, visit [www.dktinternational.org](http://www.dktinternational.org)

Please submit your letter of interest, CV, and references to **recruitment@dkinternational.org**