

Title:	Alliance Program Officer
Reporting To:	Director of Alliances
Direct Reports:	No
Location:	Mexico City, Mexico
Application Deadline:	January 31, 2018

About Pro Mujer

Pro Mujer is a leading women's development organization and a mission-driven social enterprise that harnesses the power of innovation to drive transformative, sustainable ideas to scale. Pro Mujer empowers women to realize their full potential and delivers vital services that help women lift themselves out of scarcity, run successful businesses, invest in their own wellbeing, and uplift their families and communities. Today, Pro Mujer serves nearly 300,000 women in Argentina, Bolivia, Mexico, Mexico, and Peru and employs over 1,800 dedicated people across Latin America and the US.

Since 1990, Pro Mujer has disbursed more than US\$3 billion in small loans and provided business and empowerment training, and preventative, primary and reproductive health care to millions of women and their families in Latin America, transforming lives and communities.

Scope of Work

The Alliance Program Officer (APO) will play a key role in the communication and coordination between headquarters and the local office, including program delivery, business development and fundraising efforts. The APO will report directly to the Director of Alliances and work closely with the local office, Alliances, Health, Communications, Finance and Accounting teams. The APO will be responsible for three key activities:

1. Monitoring, Reporting and Evaluation of programs, alliances and projects.
2. Fundraising and Relationship Management
3. Business Development & Ambassadorship

Monitoring, Reporting and Evaluation

The APO is responsible for working with the country teams to ensure the successful implementation of programs and alliances in Mexico including all administrative and budget matters. She/he will work with the local team in monitoring, evaluating and reporting on programs and alliances. The APO will stay abreast of the evolution of all alliances in country (especially those related to donor funding). She/he will also be responsible for maintaining the Alliances database to institutionalize knowledge and lessons learned for existing and potential partnerships and alliances.

Fundraising and Local Donor Relationship Management

She/he will work closely with the Alliances team at Pro Mujer headquarters (PMI) and local colleagues to fundraise in Mexico develop donor proposals and manage donor relationships at the country level.

Business Development & Ambassadorship

The APO will support PMI and local teams in business development and ambassadorship in Mexico, building relationships with multiple stakeholders and potential partners in the public, private and civil society sectors including social enterprises, government agencies and corporates. The APO will also participate in key industry

associations and or networks to identify potential partners, strengthen the local ecosystem and promote Pro Mujer as a thought leader.

Responsibilities

- Monitor program implementation and overall coordination of deliverables in close collaboration with country teams, report on progress, recommend course corrections where applicable;
- Document and institutionalize learnings of local alliances and partnerships;
- Together with the local office and PMI, provide continuous and effective communication of local needs and opportunities. Ensure that all interested parties are well informed about the project activities and goals;
- Ensure effective coordination among all stakeholders, including the local office, local donors, technical leads and PMI;
- Prepare and compile timely program reports (annual and quarterly), as well as the final reports;
- Prepare periodic status reports for PMI on key project activities, issues and required action points;
- Establish effective coordination, monitoring, information sharing and reporting systems;
- Manage budgets related to donor-funded programs working closely with local teams for timely and accurate allocation;
- Contribute to the proposal development of new programs, liaising between the PMI Alliances and local teams;
- Identify and cultivate relationships with potential and existing donors and partners. Participate and represent Pro Mujer in local events, networks and associations to build relations with key stakeholders, identify potential alliances and promote Pro Mujer as a thought leader;
- Ensure establishment and maintenance of Alliances Salesforce database for local programs and partnerships, including all contracts and other documentation as required by law.

Minimum Qualifications

- University degree (preferably post-graduate degree) in international development, business administration, social entrepreneurship, business development, public administration or other relevant field;
- At least 5 years of experience in project management, planning and implementation, relationship management, or grant management;
- Bi-lingual fluency in Spanish and English (written and oral) a must;
- Strong analytical skills, oral and written communication and interpersonal skills;
- Proven ability to draft, edit and produce high quality , results-focused reports;
- Experience working with government, civil society, international organizations and donors;
- Salesforce experience a plus.

To apply, please submit to HR@PROMUJER.org your resume and a cover letter that outlines your suitability for the role, salary expectations and the name of the site where you heard about the position.

Any applications sent directly to Pro Mujer staff will NOT be considered.

Pro Mujer provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local law