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| <b>The Role:</b>      | Programs and Impact Manager   |
| <b>Location:</b>      | Sydney, NSW   |
| <b>Reports to:</b>    | Head of Marketing and Impact  |
| <b>Position Type:</b> | Permanent full-time   |
| <b>Salary range:</b>  | \$80,000 - \$90,000 (based on experience) plus super, plus NFP salary packing + potential performance bonus |

### **About Us**

We are a global movement with a vision to create a world without hunger.

Empowered leadership is the foundation of our community-led programs. We focus on nutrition, education, climate-resilient farming, water and health.

You can read more about our impact at [thp.org.au](http://thp.org.au)

### **Key Responsibilities**

This multi-faceted role works alongside another Programs and Impact Manager, with both roles having primary responsibility for program management and impact reporting of THPA-funded projects. You will be the central point of contact for our program country teams, responsible for grant oversight, compliance, impact and budgets. You will also work closely with fundraisers to demonstrate project impact.

Specifically, the role includes:

#### **Program Management**

- Serve as the primary point of contact for THPA's program country teams and collaborate closely with our program country partners to ensure that all projects are completed on time and to a high standard
- Collaborate with overseas program partners in multiple countries, and our fundraising team in Australia, to develop funding opportunities
- Maintain compliance with grant agreements, including:
  - Monitor and maintain the program and donor reporting schedules and requirements
  - Draft compelling progress reports to donors that fully capture program progress and impact
  - Assemble all necessary supporting materials and documents including financial reports, outcome measurements, success stories.

- Manage program budgets, including overseeing quarterly program payments, budget recasts, and budget rollovers as well as internal funding allocation with financial reporting to investors (in coordination with respective finance and/or grant compliance and investor reporting)
- Work with the CFO to ensure funding is sent to agreed timelines

## **Relationship Management**

Manage multiple relationships with key stakeholders, including:

- Work with the Executive and Fundraising teams to build impact reports that engage and connect our key stakeholders to our work
- Build and maintain productive working relationships with our Program Country teams from Africa, India, Bangladesh and Mexico to manage existing projects and collaborate to create new funding opportunities
- Collaborate with the THP Global Office including with:
  - the Measurement & Evaluation team to ensure we can meet our donor expectations
  - the Program and Finance team to ensure they can coordinate globally the governance oversight of programs
- Connect with the Program Managers in other funding countries to ensure that there is no duplicate funding and to consider if there are any joint funding opportunities available

This role at times requires international conference calls outside of normal office hours due to international time zones.

## **Preferred Experience**

- Proven project management expertise, including the ability to make decisions, solve problems, prioritise tasks, set key milestones, forward plan, meet deadlines and deliver results effectively and creatively
- Proven relationship management skills, ideally including dealing with multiple stakeholder groups in different countries
- Strong administrative skills, with the ability to set priorities and manage multiple tasks under minimal supervision in effective and efficient manner
- Financial literacy, including demonstrable experience in budget development and reporting to internal and external stakeholders
- Demonstrated excellent written and verbal communication skills for a range of audiences

## **Desirable**

- A Bachelor's Degree in international development or similar (or equivalent experience)
- 2+ years' experience managing and reporting on multiple grants in a fundraising environment

## About You

- Authentic communicator and connector
- Detail-oriented task completer
- Finance and budget acumen, who can also write compelling reports
- Sound decision maker who can creatively problem solve
- Passionate about joining a global movement of people from all over the world playing a part in ending world hunger

## What The Hunger Project can offer you

- Additional benefits, including NFP salary packaging and potential performance bonus at end of year tied to organisational KPIs
- Genuine flexibility (3 days in centrally located Darlinghurst shared office/2 days WFH)
- Additional leave days between Christmas and New Years to acknowledge your contribution throughout the year
- A supportive, inclusive work environment that values diverse perspectives and experiences
- Opportunities for professional growth and development, including potential overseas travel to see the work in communities

## Our Commitment to Diversity

The Hunger Project is an Equal Employment Opportunity (EEO) employer. We are dedicated to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage individuals from all backgrounds, abilities, and identities to apply. Your unique experiences and perspectives are vital to our mission.

## How to Apply

Please submit your application with a resume and a cover letter detailing your qualifications and interest in the role to [elisa.simunovich@thp.org](mailto:elisa.simunovich@thp.org) by 13 January 2025.

We look forward to learning how you can contribute to our team.