DIRECTOR OF INTERNATIONAL PROGRAMS

Central Asia Institute (CAI) is seeking a dynamic Director of International Programs to join our small team. As a crucial member of our close-knit staff, the director will provide strategic advice to CAI’s Executive Director and senior management to ensure our programs are having the maximum impact and the organization is creating transformational change in the remote regions of Afghanistan, Pakistan, and Tajikistan that we serve. The director will work closely with CAI’s international grantees to ensure effective implementation of CAI’s strategic priorities by providing technical oversight and overseeing project implementation.

The person who fills this role should be committed to applying their skills to promote access to education, especially for girls, in the regions we serve and further the goals of a purpose-driven organization. The position is based in Bozeman, Montana, but remote locations will be considered. Occasional travel to the region will be expected.

We are looking for a Director of International Programs to:

- Be responsible for the overall management of CAI-funded programs in Afghanistan, Pakistan, and Tajikistan.
- Work closely with CAI’s local implementing partners (grantees) to ensure compliance with CAI’s policies and procedures and provide technical advice as needed.
- Work closely with CAI’s finance staff in Bozeman to oversee grantees’ budgeting, reporting, and the grant-making process.
- Ensure effective monitoring and evaluation of CAI-funded programs to enhance transparency and accountability and ensure impacts and realization of CAI’s mission.
- Support international grantees to enhance their organizational capacity and sustainability through, among other things, grant funding and capacity building efforts.
- Assist CAI’s development and communications staff in Bozeman with the development of donor proposals (individual and grant opportunities) and stewardship efforts.
- Support CAI management to better assess risks associated with international program implementation.
- Navigate challenging circumstances and situations beyond their control with humor and flexibility.
- Collaborate with and capitalize on the talents of multi-disciplinary teams.
- Have a hands-on, lead-by-example work style with a roll-up your sleeves attitude.

Sound like you? Read on.

EXPERIENCE AND SKILLS OF A COMPETITIVE CANDIDATE:

The essentials:
- Bachelor’s degree in international relations or another relevant field required.
- Minimum of five to seven years of experience in international operations and oversight of international programs and projects.
- Solid understanding of and experience in international grant-making and management.
- Willingness and ability to travel to meet with CAI’s international grantees in Afghanistan, Pakistan, and Tajikistan, security permitting.
• Outstanding interpersonal and communication skills, cultural sensitivity, and proven ability to build trust with international partners from different backgrounds and cultures.
• What would get us excited?
• Master’s or advanced degree in international relations or another relevant field.
• Knowledge and experience in international programs related to education, women’s empowerment, and/or humanitarian affairs.
• Prior work experience in Afghanistan, Pakistan, and/or Tajikistan.

LOCATION:
The position will be based at CAI’s office in Bozeman, Montana, although CAI will consider other locations.

SALARY AND BENEFITS:
Salary commensurate with experience.

CAI provides an attractive benefits package, including:
• Top tier medical benefits including vision and dental coverage
• Life insurance policy
• 403(b) plan with annual employer contribution
• Generous leave and holiday allowance
• Paid time off for volunteering and community service
• Yearly professional development budget and opportunities

APPLICATIONS:
Applicants should email their cover letter, resume, and salary requirements to careers@centralasiainstitute.org. In the subject line, type “Director of International Programs.”

The deadline for applications is April 2, 2021.

ABOUT THE ORGANIZATION:
Since 1996, Central Asia Institute (CAI) has been supporting education and livelihoods – especially for girls and women – in some of the most remote, marginalized, and insecure regions of the world. In the countries where we work – Afghanistan, Pakistan, and Tajikistan – significant barriers impede children’s access to quality education. Girls in particular face substantial challenges in accessing educational opportunities. Our programs support the full spectrum of education – from assisting students and teachers, to improving school infrastructure, to professional training and career development.

In designing and implementing programs, CAI works through local partners, nationally registered non-profit organizations that play a key role in informing culturally sensitive programming that is responsive to community needs and that work in cooperation with families, the community, and government authorities.