



## POSITION DESCRIPTION

# Program Manager – Latin America and the Caribbean

Title:	Program Manager – Latin America and the Caribbean
Position:	Full time
Location:	Remote
Team:	Global Programs
Position Reports to:	Regional Director, Latin America and the Caribbean

### Position Summary:

The Program Manager, Latin America and the Caribbean position contributes to Thousand Currents' programmatic efforts in Latin America and the Caribbean by playing a role to deepen the programmatic work in the Latin America and the Caribbean regional program, with a focus on partnership development and grantmaking support. By nurturing strong relationships based on respect and integrity with movement partners, the Program Manager works to advance the Latin America and the Caribbean regional strategy.

Reporting to the Regional Director, Latin America and the Caribbean, the Program Manager will be responsible for managing knowledge collection and research on food sovereignty, economic justice, and climate justice in the region and working with the Grants Operations team to conduct the grantmaking in the region. With the supervision of the Regional Director, Latin America and the Caribbean, the Program Manager also collaborates closely with colleagues in Communications, Philanthropic Partnerships, Learning Initiatives, and Operations to strengthen and support Thousand Currents' on the three thematic areas and contribute to content development on the work of partners in the Latin America and the Caribbean region. The Program Manager brings to this role a strong commitment to human rights and social justice and up-to-date knowledge of the regional political, social, economic and cultural contexts that inform and shape the work in Thousand Currents' thematic areas.

## Essential Functions:

### 1. Partnership development and grant-making: 60%

Working under the supervision of the Regional Director, Latin America and the Caribbean, the Program Manager will be responsible for managing knowledge collection and research on food sovereignty, economic justice, and climate justice work in the region and working with the Grants Operations team to conduct the grantmaking in the region. This includes but is not limited to:

- Research and identify potential partners and make grantmaking recommendations to the Regional Director, Latin America and the Caribbean
- Contribute to planning, and when appropriate attending, in-person program meetings to potential and existing partners in Latin America and the Caribbean;
- Contribute to Thousand Currents communications efforts by writing, editing, and contributing to our digital media platforms, including our website, email campaigns, and social media;
- Manage a portfolio of partners, including communicating with partners about their work, scheduling calls between the partner and the regional team, collecting necessary information for grant-making, managing the translation of partner documents, tracking all documentation, and implementing partnership exit processes.
- Write up partnership recommendation forms for potential partners and update partner information sheets for all current partners in the Latin America and the Caribbean program;
- Work with the Operations team and Grants Operations team to manage partner information across all internal databases;
- In collaboration with the Grants Operations team, manage grantmaking timelines and processes;
- Analyze and write programmatic reports with particular attention to Latin America and the Caribbean's programmatic strategy

### 2. Contribute to learning and evaluation and alliance building: 30%

- Manage review and learning processes between Thousand Currents and its Latin America and the Caribbean partners;
- Conduct periodic assessments of program processes, including but not limited to: partner selection criteria and indicators, learning and evaluation procedures, and in-person program meeting protocols;
- In collaboration with the Learning Initiatives team carry out learning and evaluation procedures
- Contribute partner information to donor reports as necessary;
- Identify and assess opportunities to build strategic alliances with allies in Latin America and the Caribbean;

- Continue to stay abreast of news, processes, policy and trends across the three thematic areas and relevant key issues in the region, and where necessary in international spaces as well;
- In partnership with pertinent staff, coordinate partner engagements with Thousand Currents and manage and coordinate partner travel to Thousand Currents events;
  - Provide research on regional trends and opportunities in Thousand Currents' thematic areas in response to requests;
  - Support Thousand Currents' fundraising efforts by researching content for donor communications and funding proposals and reports;
  - Work with Communications staff to articulate Thousand Currents' partnership model and to support the narratives shift work of the organization

3. Participate in organization-wide learning, cross-program partnership and administrative efficiency: 10%

Along with all other staff, this position contributes to Thousand Currents' culture of teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:

- Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions;
- Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising drives, partner visits etc.;
- Supervising and project management of relevant volunteers and interns, and ensuring that they have a positive learning experience at Thousand Currents; and
- Managing your own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

Note: Thousand Currents is committed to responding flexibly to changing circumstances and priorities which means that the expectations of every position are dynamic. This description reflects the assignment of essential functions, but does not proscribe or restrict the tasks that may be assigned.

## Key skills and experience:

### KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated commitment to gender, racial, economic, environmental, and social justice;
- Strong communication and writing skills, including an ability to hold nuance and navigate community, organizational, and movement dynamics;

- Ability to travel internationally;
- Impeccable people skills and ability to build and maintain relationships;
- Creative, open to experimentation, and able to adapt to changing circumstances;
- Experience and clarity working around issues of power, privilege, class and wealth;
- Cultural competency;
- Strategic thinker and rigorous executer with strong attention to detail;
- Strong oral and written presentation skills;
- Strong judgment and discretion in dealing with sensitive information;
- Excellent organizational skills;
- Computer skills – MAC environment, MS office; comfortable and confident working independently and remotely as well as part of a team in a collaborative environment
- Proficiency in written and spoken English is required and proficiency in additional language(s), in particular Spanish and/or Portuguese, is an asset

#### EDUCATION AND EXPERIENCE:

Experience with and deep knowledge of movement organizing, food sovereignty, climate justice and economic justice issues in the Latin America and the Caribbean region including:

- At least 5 years of experience in working with movements and movement support organizations in Latin America and the Caribbean;
- Have worked and/or have deep knowledge in our thematic areas, food sovereignty, climate justice and economic justice;
- Bachelor's in a relevant field or equivalent experience;
- Demonstrated organizational development experience;
- Proven experience of supervising staff and volunteers

**SALARY:** \$82,450 USD

**PHYSICAL REQUIREMENTS:** The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. As Thousand Currents staff work in a number of locations and come together for meetings on occasion, all staff must be able to travel by car and plane to meetings at locations internationally. Availability to travel and maintenance of a valid passport is required. Travel represents approximately 10% of the time for this position. Thousand Currents will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EQUAL EMPLOYMENT OPPORTUNITY:** Thousand Currents is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

**HOW TO APPLY:** Please submit a cover letter (maximum one page), a writing sample, and resume to [jobs@thousandcurrents.org](mailto:jobs@thousandcurrents.org) with "Program Manager- Latin America and the Caribbean" in the subject line by January 8, 2023.

Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.