



POSITION ANNOUNCEMENT – FOREST TRENDS

Position Title: **Program Manager, Communities & Territorial Governance Initiative**

Reports to: Director, Communities & Territorial Governance Initiative

Location: Panamá City, Panamá

Opportunity:

Forest Trends' [Communities & Territorial Governance Initiative](#) (CTGI) partners with indigenous and other local communities on innovations and strategies to secure their rights, livelihoods, and cultures. Building effective advocacy, resilient local economies, and cultural self-governance is the foundation of our work. Supporting indigenous and local communities to thrive in their homelands is one of the most effective safeguards against deforestation. The Program Manager will support the CTGI's Director, working with a dedicated and passionate team, to further develop and successfully implement the program's strategic vision and projects' activities, in accordance with Forest Trends policies and procedures and donor requirements.

Primary Responsibilities:

Programmatic and Development

- Applies broad knowledge and expertise to assist CTGI's Director and Forest Trends to formulate, scale, develop and fully implement the program's vision in support of indigenous peoples and local communities in key geographies.
- Oversees workstreams and day-to-day implementation of CTGI projects and grants, including oversight and coordination of work plans and deliverables by project staff, consultants, and sub-awardees, and timely delivery of financial and narrative reports.
- Supports CTGI's Director and Forest Trends leadership with grant writing, and development of new initiatives to promote the strategic objectives of the program, as well as cultivating donor relations.
- Ensures, with the support of technical team, compliance with Forest Trends policies and procedures and all donor requirements, including all aspects of sub-recipient budget and performance monitoring, timely submission of accurate financial and program progress and final reports.
- Supports, with the CTGI Director, hiring and supervision of program support staff and consultants.
- Ensures timely production and quality of program communication products, including newsletters, publications, blogs, and website content in coordination with CTGI Director as well as Forest Trends communications staff.
- Develops and maintains excellent working relationships with other Forest Trends staff, consultants, indigenous and local communities' organizations, funders, corporate partners, government agencies, and other stakeholders relevant to the program's mission.
- Other duties and responsibilities as assigned.

Financial and Operational

- Leads, in collaboration with CTGI's Director and Forest Trends finance team, program and proposals budget development and execution. Prepares program budgets and cash projections, as well as monitors and ensures that program budget performance and cash balances are on track.
- Ensures timely and proper procurement management processes for consultants and vendors, including compliance with corresponding donor requirements and institutional procurement policies and procedures.
- Ensures appropriate contracts are in place and administer consultant and vendor contracts. Track deliverables against contracts, follow up with consultants and vendors to ensure timely and accurate delivery, invoicing, and payment.
- Ensures timely and accurate financial reporting and-or invoicing to donors, including preparation and submission of financial reports and invoices.
- Serve as an institutional expert on GTGI donor policies and procedures and inform consultants and partners of institutional financial and procurement standards.
- Responsible for producing documentation and other evidence as requested for auditing purposes.

Qualifications, Skills, and Experience:

- Previous and documented experience with managing grants from bi-lateral and multilateral agencies. Familiarity with donors' rules, regulations, policies, procedures and other USG compliance and monitoring requirements required.
- Experience in writing successful funding proposals, donor relations, and managing complex contracts and grants required.
- Demonstrated professional experience in financial management, budgeting, contract and work planning, ideally with an NGO/Non-for profit organization.
- Minimum 5 years' experience working with indigenous and/or local communities in Latin America.
- Strong writing and communication skills, including writing and editing articles or publications.
- Strong skills in Microsoft excel
- Undergraduate degree in related field required; advance degree preferred.
- Highly organized and efficient, with a proven ability to manage diverse activities under pressure to ensure timely, high-quality results.
- Ability to interact and communicate effectively with a variety of people and organizations, internally and externally, in an international and multi-cultural environment.

Additional Skills and Attributes:

- Fluent reading, writing, and speaking English and Spanish required; additional working knowledge of Portuguese preferred.
- Flexible approach to work and willingness to travel.
- Ability to work independently and with a team.

Location: This position will be based in Panamá City, Panamá

Closing date is August 31, 2022. Anticipated start date is September 20, 2022.

To be considered, please submit your resume and a cover letter expressing your interest in and fit for the role to: bborges@forest-trends.org