Global Knowledge Initiative: Junior Program Officer

About the Global Knowledge Initiative
The Global Knowledge Initiative (GKI) is an international development organization that specializes in facilitating collaborative innovation through the application of systems-thinking, human centered design, and futures foresight. We believe it is not a failure of intellect, nor a lack of resources, that keeps us from solving complex, global development challenges. Rather, the failure lies in how we connect committed individuals and their resources—technologies, expertise, financing—to fill these gaps. Our mission is to help organizations bridge those gaps and maximize their impact.

We work to solve complex challenges at the forefront of the global development conversation and our clients include the World Bank, USAID, and the Bill and Melinda Gates Foundation. GKI's current portfolio includes a diverse range of initiatives focused on food systems, marine waste, national health systems, economic development, and climate change.

What we offer
Because of the nature of our work, GKI offers a dynamic workplace where no two projects, and no two days, are the same. New hires will have the opportunity to contribute to projects across diverse portfolios and develop skills at the frontier of the global development sector, including systems-thinking, futures foresight, and facilitation. GKI offers a competitive salary, paid leave, and health benefits.

Application deadline: January 31, 2019

Education requirements: Master's degree, fields related to international relations, public policy, design, engineering, or another innovation-related discipline

Employment type: Full-time

Professional level: Entry-level (1-3 years of related work experience)

Salary range: $44,000 - $50,000 contingent on experience

Location: Washington, DC, USA

Requested documents: Email resume, cover letter, and 3 professional references to jobs@gkinitiative.org

Examples of responsibilities as a GKI JPO

- Support GKI team members with proposal writing that includes analyzing project proposals and preparing project budgets
- Assist with the production of both small- and large-scale facilitations including assisting in material design and development and supporting in-person facilitations
- Support the logistical needs of events (arranging catering, location, flights, visas, etc.) as needed
- Support the development of presentations and publications
- Author sub-sections of reports and/or presentations
- Support the development of problem-solving partnerships and networks internationally
- Research and write reports on selected topics pertinent to GKI's Programs and projects as assigned
- Conduct funder research and identify prospects for potential funders in discrete domains
- Support the cultivation of partners and sponsors globally, identifying new opportunities for engagement
- Support relationship management with relevant donors, strategic partners, and other stakeholders
- Infrequent (<5%) international travel may be required

What we're looking for

- Previous research experience and an above average ability to synthesize large amounts of data
- Facilitation experience supporting the design and development of in-person meetings / convenings / engagements
- Demonstrated experience meeting project deadlines and executing specific project-based tasks
- Strong communication skills both verbal and written
- An ability to work independently and prioritize assignments

- Knowledge of, or involvement in international development
- Experience building relationships with donors, funders, or customers
- Familiarity with budgeting for small-medium scale projects
- Strong organizational skills with attention to detail
- Experience with and knowledge of MS Word, Excel, and PowerPoint required

Other characteristics we look for:

- Prior experience in a nonprofit, university, research institute, or social enterprise a plus
- Previous international work experience
- Spanish or French working proficiency (advanced speaker/writer)
- Experience in qualitative research tools including Kumu and Nvivo.
- Familiarity with systems thinking and its application within the development sector, innovation systems and fundamentals, and/or human centered design principles and various tools for application
- Experience with Salesforce or other business development software