

# Global Knowledge Initiative: 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.

## Examples of responsibilities as a GKI PO

- Support efforts to strengthen organizational and/or national enabling environments through science, technology, and innovation (STI) research and analysis (in domains ranging from education, to agriculture, to STI policy)
- Support the development of problem-solving partnerships and networks internationally through GKI's five core programs
- Leads discrete research initiatives for proposals, presentations, and other materials
- Oversee development of content summarizing research findings and coordinate with stakeholders and others who provide input on research projects
- Support the development of, and participate in conferences, trainings, and other events as needed
- Support GKI's five core programs and act as project manager for discrete projects
- Grow GKI's scope and impact in terms of the number, effectiveness, and influence of innovation programs and problem-solving networks active globally, with a particular emphasis on Africa
- Plan and supervise project activities and ensure the timely production of high-quality deliverables
- Support the leadership team to develop goals and strategic plans for the organization, including business development and resource mobilization strategies
- Contribute to the development of new initiatives, with a focus on concept development and dissemination of new opportunities to expand GKI's reach and global impact
- Cultivate partners and sponsors globally, identifying new opportunities for engagement
- Manage program relationships with relevant donors, strategic partners, and other stakeholders
- Travel up to 20% of the time, primarily internationally
- Work with GKI leadership to ensure consistent messaging and strategic organizational alignment

**Application deadline:** February 28, 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:** Mid-level (4-6 years of related work experience)

**Salary range:** \$50,000 - \$70,000 contingent on experience

**Location:** Washington, DC, USA

**Requested documents:** Email resume, cover letter, and 3 professional references to [jobs@gkinitiative.org](mailto:jobs@gkinitiative.org)

**What we're looking for**

- Strong primary and secondary qualitative research skills
- Experience applying analytic and problem-solving skills to real-world challenges
- Previous facilitation experience leading the design and development of in-person meetings / convenings / engagements
- An above average ability to review, interpret, and synthesize large volumes of data into clear, concise analysis while working on tight deadlines
- An ability to prioritize assignments and delegate responsibilities on larger projects
- Superb communication skills both oral and written
- Experience managing relationships with donors, funders, or customers
- Management experience leading teams and/or serving as a project lead
- Strong organizational and knowledge management skills with attention to detail
- Experience designing and managing small-medium scale budgets

**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, coursework, or other training in systems thinking, innovation systems and fundamentals, and/or human centered design
- Experience with Salesforce or other business development software