



Position Title: Senior Program & Partnership Development Associate

Reports to: Director of Program and Partnership Development

Employment Type: Full-time, Salaried (exempt from overtime)

Salary Range: \$70,000-\$80,000

Anticipated Start Date: July 2023

Summary: Reporting to the Director of PPD, the Senior Program & Partnership Development Associate works closely with other staff, and interns to initiate new program and partnership opportunities for PMC. The focus of the Associate's work includes building relationships with potential partner organizations and funders, developing project designs and proposals for donor agencies and corporate sponsorship packages for potential private sector sponsors, and working with Program Managers and PMC's VP for Finance to identify budget items and likely costs in each country. This requires researching the social, health and environmental needs and donor priorities in countries where PMC is considering development of new projects, and travel to assess feasibility of developing new projects.

Who You Are:

- Skilled international development professional who is interested in promoting behavior change communication as a powerful tool for social change.
- Experienced business development professional who excels at opportunity response and facilitating effective bid management.
- Team player who collaborates internally and externally to promote global population stabilization and related social and health goals.

Key Responsibilities (include but are not limited to)

- Planning, implementation, and follow-up of new project development trips to new countries
- Trend tracking, contact research, and engagement with a subset of all donor prospects
- Representing PMC in meetings with donors and potential partners
- Leading relationship development and engagement with a subset of major international NGOs
- Participating in project design process and budget development for new and current countries
- Drafting complete and timely proposals in response to donor interests

- Building relationships with professionals in broadcasting and other media; in population, family planning and related social and reproductive health issues; in social science research; in government agencies; and at international organizations.

Skills and Experience:

Required:

- Excellent writing and fine-tuned editing skills
- Excellent oral communication skills; comfort with public speaking and presentation
- Strong organizational skills, including ability to meet deadlines
- Ability to handle multiple detail-oriented tasks with limited supervision
- Ability to work well with a group
- Computer proficiency in *MS Office, Office 365, SharePoint, Adobe Creative Suite*
- Must be eligible to work in the U.S.

Language Skills

- English fluency required
- Written and spoken proficiency in French strongly preferred. Spanish and/or Portuguese also beneficial.
- Ability to read, analyze, and interpret common technical journals and financial reports.

Work Environment and Physical Requirements

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
- Primarily sedentary work requiring long periods of sitting or standing. While performing the duties of this Job, the employee is frequently required to talk or hear.

Location:

- PMC HQ is based in South Burlington, Vermont, but this position is suitable for telecommuting from a home office.
- Requires regular travel to developing countries in Africa, Asia, and Latin America (15-25% time), as well as the occasional attendance at global conferences and domestic travel.
- Work hours depend on the need to participate in PMC meetings and activities across different time zones.

Qualifications: Education and Experience

- BA/BS (or equivalent experience) in social science, public health, international relations/development, communications, or related field. Master's degree preferred

- A minimum of 4-6 years of professional experience in an international and/or non-profit organization

Who We Are:

Founded in 1998, Population Media Center (PMC) is the global sustainability non-profit and production partner that creates popular entertainment for universal social and environmental good. PMC's award-winning TV and radio series, broadcast in the US and 50+ countries, have proven positively life-changing for millions of people. By empowering audiences, and especially women and girls, through transformative storytelling that addresses fundamental threats to global sustainability where it matters most—in human hearts and minds—we inspire entire communities to choose a healthier, more equitable, and flourishing world for all.

Why Work for Us:

Our tight-knit team is empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, economic, and social justice challenges. You will be a crucial member of the Program and Partnership Development (PPD) team, working closely with the Director of PPD, the International Programs Team, including country-based staff, and PMC's VP for Finance. This role also coordinates very closely with numerous other PMC departments, such as Marketing and Communications and the Development Team.

PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

How to Apply:

Submit cover letter and resume to jobs@populationmedia.org. Review of applications and interviewing to begin immediately and continue until the position has been filled.