

**OPEN DATA WATCH IS SEEKING**

## **Program Manager**

**(FULL-TIME POSITION)**

[Open Data Watch \(ODW\)](#) is a nonprofit organization working with national statistical offices, international agencies, and non-governmental organizations to increase the availability and impact of development data. ODW monitors and reports on the degree to which countries and agencies have succeeded in implementing open data policies and disseminating their data. Its [Open Data Inventory](#) (ODIN) is a widely used measure of the openness of official statistics and is used as an official indicator of Sustainable Development Goals.

ODW also conducts research and provides guidance to strengthen countries or agencies' data management and dissemination practices and supports and coordinates partnerships leading to improvements in statistical capacity and support for statistics. ODW has a rich and growing work program on improving the quality and use of gender data as well as civil registration and vital statistics systems.

ODW is hiring a Program Manager to work closely with management, team members, partners, and clients on the activities described below. The Program Manager will be responsible for overseeing the achievement of strategic organizational goals, coordinating efforts between different projects, and helping to lead the overall program with strong attention to strategy, implementation, and delegation.

### **Duties and Accountabilities**

- Organize programs and activities in accordance with the mission and goals of the organization
- Coordinate and connect the activities of a team with a diverse array of talents and responsibilities, including chairing weekly team meetings
- Maintain schedule of deliverables and alert management and team members to ensure on-time delivery
- Support the development of new programs to support the strategic direction of the organization
- Create and manage long-term goals and develop an evaluation method to assess program strengths and identify areas for improvement

- Support the Managing Director with ODW representation at international events and meetings
- Assist in policy review and report writing, as needed
- In collaboration with the Communications manager, seek out opportunities to promote and showcase ODW's work via social media, events and blog posts
- Write program funding proposals
- Support operation of the ODW Board of Directors
- Manage contracting and work of consultants as needed
- Maintain an invoice calendar with the manager in charge of finance and administration
- Carry out other duties related to ODW activities as requested by ODW management

### **Education and Experience**

- Five to eight years work experience managing multiple work streams in the not-for-profit sector, preferably in a globally focused organization with an interest and expertise in development data
- Master's degree in economics, statistics, international development, or public policy or equivalent is preferable.
- Experience working with UN agencies, or other civil society organizations and international organizations or national agencies on statistical development projects
- Demonstrated experience developing proposals, securing investments, and maintaining relationships with donors
- A track record of developing and maintaining strong working relations with diverse groups of stakeholders
- A background in the data for development/data for social good sector and a strong interest in inclusive data are an advantage
- Demonstrated experience organizing and executing in-person and virtual events
- Demonstrated experience managing people
- Demonstrated experience in managing research projects from inception to publication

- Familiarity with statistics/data collection, analysis, and methodology

### **Related Skills**

- Excellent people skills, able to resolve issues independently, with tact and diplomacy
- Excellent writing skills, with ability to translate technical findings to broad and varied audiences for policy influence
- Strong skills working in teams and across many types of organizations – collaborator; problem solver; relationship-builder; with a knack for convening stakeholders across varied sectors
- Strong attention to detail and demonstrated excellence working in a fast-paced environment
- Strong social media and communication skills
- Ability to build and maintain relationships with partners
- Well organized with the ability to plan and carry out multiple tasks simultaneously
- Ability to work and deliver under pressure and with tight deadlines

### **Logistics**

- **Location:** ODW is based in Washington, D.C but some team members are currently remote. We are seeking a candidate who preferably resides in the DC area. The candidates must have prior authorization to work in the United States, as we are unable to sponsor visas at this time.
- **Contract Length:** This is a full time, open-ended appointment, with career development opportunities, based on performance and available funding.
- **Salary:** Salary is commensurate with experience and ranges between \$90,000-\$105,000/year. The benefits package is comprised of paid holidays, including a winter break end December. paid vacation leave, sick days, parental leave, health benefits and a 401K Plan.
- **Reports to:** Managing Director
- **To Apply:** Send CV and cover letter to [info@opendatawatch.com](mailto:info@opendatawatch.com) with subject “Program Manager”. We will contact only candidates whose profiles meet our requirements.

**Equal Employment Opportunity Statement**

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.