

The MIIND Project (formerly The Gladies Africa) is seeking a **Program Manager** who will oversee and coordinate the various programs and initiatives of the organization. The MIIND Project (*pronounced "mind"*) is a social innovation platform for capacity building, social and human capital development. It seeks to achieve its mission by utilizing [design thinking for social innovation](#) as a tool to research strategies and approach community-facing issues by collaborating with beneficiaries and stakeholders to ensure lasting and efficient social impact.

The **Program Manager** will oversee the development and implementation of program goals and ensure that they are effective, efficient, and aligned with the organization's mission and objectives. The successful candidate will develop and manage relationships with stakeholders, such as community partners, donors, and clients, and oversee grant proposals and fundraising efforts. To succeed in this role, an ideal candidate should have excellent project management skills, strong leadership abilities, trustworthiness and a passion for social innovation.

This opportunity is a full-time position with The MIIND Project. It will be fully remote initially but with a required residential location in Lagos, Nigeria.

**RESPONSIBILITIES** include but are not limited to:

- Program Development - Develop, design and implement new programs in line with the organization's mission and goals.
- Project Management - Utilize project management methodology for projects including risk management and conflict management.
- Project Documentation - Provide clear and organized documentation of processes, status reports and operations of the organization.
- Business Development - Identify, develop and implement strategic plans to achieve business development goals for the organization.
- Resource Allocation - Ensure that resources such as funds, personnel, and materials are effectively allocated to support program activities.
- Collaboration - Collaborate with relevant stakeholders such as staff, volunteers, funders, and community partners to achieve program goals.
- Budget Management - Prepare and manage budgets for programs, ensuring that expenditures are aligned with organizational priorities and goals.
- Monitoring and Evaluation - Regularly monitor and evaluate program outcomes to ensure that programs are achieving their intended goals.
- Reporting - Prepare and submit program reports to funders, the Board of Directors, and other stakeholders as required.
- Communication - Communicate program updates, outcomes, and successes to stakeholders, including staff, volunteers, donors, and the community.
- Management - Oversee the recruitment, training, and management of team members and volunteers for programs.
- Grant Writing - Write grants and proposals to secure funding for programs.

- Representation - Represent the organization at events and conferences related to programs and the non-profit sector.
- Conducting Research - Gathering and analyzing data and information, synthesizing findings, and presenting recommendations based on conducted research.

## COMPETENCIES

- Bachelor's degree in any relevant field.
- 5+ years of proven experience in program management, including leadership and management in the nonprofit industry.
- Excellent verbal and written communication skills.
- Strong project management skills.
- Good understanding of Design Thinking.
- Strong leadership, communication and interpersonal skills.
- Experience in grant writing and proposal development.
- Knowledge of program evaluation and monitoring methods.
- Ability to work independently and as part of a team.
- Ability to form professional and trust-based relationships with stakeholders and team members.
- Strong organizational skills and attention to detail.
- Ability to work with a diverse group of stakeholders, including staff, volunteers, funders, and community partners.
- A strong drive for the mission of the organization and a commitment to making a positive impact in the community.
- An understanding of global and workplace equity, diversity and inclusion principles.

## WHO YOU ARE

- Trustworthy and compassionate
- Sound judgment
- Strong work ethics and values
- Fun and engaging personality
- Ability to take full ownership of tasks and responsibilities
- Ability to make quick and effective decisions
- Ability to stay calm under stress and uncertain conditions
- Ability to communicate intelligently and clearly yet know when to admit to having no knowledge on a matter.
- Highly self-motivated with a servant leadership approach
- Ability to create a positive atmosphere
- Teachable attitude with a growth mindset