

PROGRAMS MANAGER – PHILIPPINES

To oversee FundLife programs in Tacloban and Cebu and to maintain and grow partnerships across the Philippines

Location: Cebu, Visayas (Regular Travel to Tacloban may be required)

Contract Type: Full-time (12-month Contract)

Hours per Week: 40 - 09:00 – 18:00, Mon-Fri (Occasional Weekends)

Salary: PHP 25,000 - 42,000 (depending on experience)

Start: Immediate

Closing date: 4 July, midnight

Interview dates: On-going

About FundLife Philippines

FundLife is a purpose-driven, community-led NGO, which uses the power of play to engage with and empower the world's most marginalised children, helping them to escape extreme poverty and reach their full potential.

Founded in 2014 after the world's strongest Typhoon, FundLife has supported over 40,000 children through sustainable social, emotional learning and outside of classroom education.

Purpose of the Role

The Programs Manager role will lead our teams and partners in Tacloban and Cebu and will lead partnership development and communication functions for the Philippines.

Key responsibilities of this role:

- Overseeing all programming and local to regional partnerships focused on the Philippines.
- Provide support to local teams, motivating and leading from the front

Main Duties and Responsibilities

- Maintaining and growing partnership with existing development and strategic partners
- Accountability for project results and KPI's
- Researching, evaluating and cultivating partnerships, including grant opportunities
- Supervising local team of staff and youth leaders to deliver effective and efficient community and school outreach
- Effective management of key relationships with local stakeholders
- Creating exciting content and overseeing communication strategy
- Assisting Executive Director in driving long-term strategy to elevate FundLife as key voice in innovative development strategy and inclusive social business model
- Supporting senior management in seeking new partnerships with Corporates, INGO's and Global Donors to grow the organisation and its own programmes.

Additional

- Support colleagues and other domains as may be reasonably required.
- Perform other duties as may be reasonably required by your manager.
- Conduct yourself in line with FundLife policies, procedures and standards.

Candidate Profile – Qualifications

College Degree	Essential
Industry Experience (Development, Social Enterprise, Sport for Good)	Essential
5-15 years relevant work experience	Desirable

Candidate Profile – Experience

Experience of program management, including management of financial budgets	Essential
Proven experience of building strong relationships with partners and leading people	Essential
Strong empathy and values	Essential
Understanding play-based education/sport for good	Desirable

Candidate Profile – Skills and Knowledge

Strong command of the English language in a working environment	Essential
Good interpersonal and communication skills and ability to liaise effectively with people from various backgrounds	Essential
Excellent project management and facilitation skills	Essential
Excellent written and oral communication skills	Essential
Good teamwork skills, IT literate with knowledge of MS Office applications and databases, especially Excel, Word	Essential
Strong organisational skills Good analytic and strategic planning skills	Essential
Listening, learning, empowering and result-oriented leadership and management skills	Essential
Good analytic and strategic planning skills	Essential
Ability to adapt to changing deadlines and priorities	Essential
Ability to work under pressure and on own initiative	Essential

Interested candidates should email jobs@fundlife.org with the subject ‘Programs Manager’.

Emails that do not contain an up to date CV and **role specific** cover letter will not be considered.

Only shortlisted candidates will be contacted.