



## Program Manager, WIRRED

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Walkers Institute for Research, Education & Design (WIRRED)

### Position Overview

WIRRED is seeking an experienced professional as Program Manager to be a valued member of its team. The Program Manager will play a vital role in mapping the strategic outlook of the organization, executing the daily operations of WIRRED's projects, managing its collaboration with affiliate organizations (Caribbean Permaculture Research Institute (CPRI) & Slow Food Barbados) and other partners. The position will ultimately report to the Director Special Projects, while working collaboratively with the Founding Director, the Director Research and Development and the Chief Financial Officer. The position provides supervision for the Tour Manager.

Walkers Reserve is an active sand quarry that is transitioning to a vibrant food forest, and the Program Manager will play an active role in synchronizing the various activities of WIRRED to achieve the vision of the organization. The ideal candidate will be detail-oriented, strategic, quick thinking and a highly analytical project management professional with experience at a senior level in the field of development and/or the not-for-profit sector. The Program Manager will be a self-starter who takes the initiative to coordinate, streamline and properly resource the organization's activities, while using good judgment to seek input from the executive management team where appropriate.

S/he will manage relationships with a variety of external partners, international, regional, and private donors, consultants, partner organizations, project teams and provide support and technical expertise for Walkers Reserve and its affiliates. The Program Manager may also be called upon to temporarily exercise the duties of other directors within WIRRED, should the need arise. The Program Manager is responsible for:

- Working in tandem with the team of Directors to shape the overall strategic and operational direction of WIRRED including but not limited to: staffing, programming, donor funding, expansion of projects, and execution of its mission.

- Developing a deep knowledge of field, core programs, operations, and business plans for the realization of WIRRED vision and mission.
- The coordination and synchronization of WIRRED activities with that of the various departments, affiliates, and partners, maximizing limited resources and ensuring excellent service to its clients.
- Ensure efficient and effective stewardship (use of, record keeping and reporting) of charitable donations and donor funding.
- Building and maintaining existing partner relationships and networks and performing to the highest professional standards.
- Produce rigorous work product in a timely and reliable manner and elicit the trust of the Founding Director, the executive management team, colleagues, external partners, and the Board of Directors.

WIRRED is committed to building a regenerative future that will improve the social, economic, and environmental well-being of the communities we serve, and this position is an excellent opportunity for an individual looking for exposure to high-impact environmental stewardship work.

The core ethos of WIRRED is based on the principles of permaculture and the successful candidate would be asked (if they have not already) to complete a Permaculture Design Course (PDC). The organization is committed to building a regenerative future based on the Eight (8) Forms of Capital framework. This framework promotes the wholistic recognition and maximization of various forms of capital; Financial, Living, Cultural, Experiential, Intellectual, Spiritual, Social and Material in a manner which will improve the social, economic, and environmental well-being of the communities we serve.

## Responsibilities

### Leadership & Management

- ⌘ Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems.
- ⌘ Recommend timelines and resources needed to achieve strategic goals as they are agreed upon by the senior management team.
- ⌘ Actively engage and energize WIRRED's volunteers, board members, event committees, partnering organizations, and funders.
- ⌘ Provide leadership for the Tour Manager and other members of the WIRRED team and its affiliates.
- ⌘ Work collaboratively with the Founding Director, Director Special Projects, the Director Research and Development and the Chief Financial Officer.
- ⌘ Work collaboratively with the Operational, Regenerative and Finance teams.

- ✘ Ensure effective systems to track scaling progress, and regularly evaluate program components, to measure successes that can be effectively communicated to the board, funders, and other constituents.
- ✘ Lead staff and senior management meetings, document and record for posterity and follow up action by the team.
- ✘ In collaboration with the Director for Special Projects, draft, review and approve contracts for consultants and external contract work.
- ✘ Conduct performance evaluation for subordinates.
- ✘ Develop the means for monitoring and evaluating initiatives against the organization's strategic plan and priorities.
- ✘ Participate in organizational representation for WIRRED and its affiliates by attending and contributing to association meetings and donor seminars and briefings and other outreach efforts, where necessary.

### Fundraising & Communications

- ✘ Maintain existing donor relationships and deliver as per project objectives, outputs and outcomes.
- ✘ Explore and present to the senior management opportunities for WIRRED to generate revenue and access donor funding to support existing program operations and potential expansion of core activities.
- ✘ Work with the existing marketing strategy and update where necessary to meet and maximize earned income goals, build brand identity, and generate media exposure.
- ✘ Develop and manage an annual marketing calendar.
- ✘ Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- ✘ Serve as an advocate and spokesperson for WIRRED e.g. writing articles and participating in interviews on various forms of media.
- ✘ Develop and pursue strategic marketing opportunities and partnerships. Use external presence and relationships to garner new opportunities.
- ✘ Actively interface with the international donor community to identify and seek funding opportunities.
- ✘ Develop fundraising strategy to meet and maximize contributed income goals.
- ✘ Support key staff and the Board in cultivation and stewardship, including special events planning.

### Finance

- ✘ Develop, monitor, and prepare monthly reports for operating budget, cash flow, and balance sheets.

- ⌘ Oversee and coordinate with the finance department, the bookkeeping function, including accounts payable, accounts receivable, payroll and related taxes, cash receipts, and cash balances etc.
- ⌘ Oversee and coordinate with the finance department, annual external audit, and preparation of year-end tax requirements.

### Planning & New Business

- ⌘ Work with the senior management team to design the expansion of WIRRED and complete the strategic business planning process for the program expansion into the Caribbean region.
- ⌘ Develop and manage grants calendar and supply needed inputs (statements, budgets, data, etc.) for grant proposals, interim reports, and other funding requirements.
- ⌘ Identify new potential projects, clearly define risks, opportunities and resources required for senior management approval, work with the Director Research and Development to write project proposal and implement donor funded projects from start to finish.
- ⌘ Maintain existing partnerships and networks while building new relationships with funders, and political and community leaders.
- ⌘ Be an external local and regional presence that publishes and communicates program results with an emphasis on the successes of WIRRED as a model for regional and global replication.

### Education

- ⌘ Minimum of a Bachelors Degree in Management, Business Administration or related Social Science discipline.

### Experience

- ⌘ Five (5) + years progressive experience in a high-paced, rapid growth project, non-profit and/or development/aid environment.
- ⌘ Experience in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget.
- ⌘ Experience with international donor funding requirements and the ability to apply that knowledge in preparing project proposals and managing a consultant workforce.
- ⌘ Experience in marketing, public relations, and fundraising with the ability to engage a wide range of stakeholders and cultures.
- ⌘ Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.

- ✘ Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- ✘ Proficient in the use of Microsoft Office Suite (Word, Excel, PowerPoint etc.)
- ✘ High-level of motivation and energy with desire to “rollup sleeves.” Proven track record with and enthusiasm for building from the ground up and delivering projects on schedule.
- ✘ A deep commitment to the mission and values of WIRRED and its affiliates.

## Core Competencies

- ✘ **Business Acumen and Agility**, open to change and flexible in a fast-paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.
- ✘ **Effective Communication**, expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.
- ✘ **Partnership**, demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Excellent negotiating skills. Builds and maintains strong external relationships and is a competent partner for others.
- ✘ **Ethical Conduct**, conduct business in an ethical, open and transparent manner. A responsible steward of the organization’s funds and its relationships with donors, partners, clients, employees, volunteers, interns, communities and supporters. Accountable for the way in which resources are used and strive to do so in an efficient and effective manner.
- ✘ **Integrity and Inclusion**, treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high-standards of trustworthiness. Role model for diversity and inclusion.
- ✘ **Leadership**, Ability to lead self and others, acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Ability to effectively, persuasively, and tactfully interact with employees at all levels of the organization. Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership characteristics.

- ⌘ **Personal Effectiveness/Credibility/Results Oriented**, efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries. High-level of personal and professional integrity and trustworthiness with a strong work ethic and the ability to work independently with minimal direction.
- ⌘ **Problem Solving/Analysis**, evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.
- ⌘ **Strategic Perspective**, develops and implements sustainable business strategies, thinks long term and externally to positively shape the organization. Strong organizational, analytical, and strategic planning skills with attention to detail and a high quality of work in a transitioning and high-pressure environment. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. Ability to elicit cooperation from a wide variety of sources, including senior management, clients, and other departments

### Reporting and Supervisory Chain

The position will ultimately report to the Director Special Projects, while working collaboratively with the Founding Director, the Director Research and Development, the Chief Financial Officer, and affiliates of WIRRED e.g. Caribbean Permaculture Research Institute (CPRI) and Slow Food Barbados (SFB) among others. The position provides direct supervision for the Tour Manager and some aspects of the Regenerative Team at Walkers Reserve.

### Work Environment

This job operates in an office environment however the incumbent will be required to move between the various business locations and spend some time in the field. Travel for this position is limited.

### Duration

**Period of Contract:** 2 years with a 6-month probationary period

**Effective:** October 1<sup>st</sup>, 2020

### Application

**Contact:** Please send CL & CV to [info@wirred.org](mailto:info@wirred.org)

**Subject:** Program Manager

**Application closes:** August 31<sup>st</sup>, 2020