Position: Kids Play International Rwandan Program Manager
Type: Independent Contractor
Program Location: Gatagara, Rwanda (90 minutes outside of Kigali)
Start Date: Immediate
Duration: 12 months

MISSION:
Kids Play International (KPI) is a non-profit organization that uses sport as a catalyst to promote gender equity in communities impacted by genocide through the powerful Olympic value of fair play.

HISTORY:
KPI was founded in 2008 by three-time Olympian, Tracy Evans. KPI is based on the belief that sport can be a powerful catalyst for social change. All programming promotes gender equity where by boys and girls both play a meaningful role in working together to better understand how both genders can contribute to achieving a better quality of life.

PROGRAM IMPACT:
KPI takes a one-village-at-a-time approach, embedding itself in communities, partnering with local schools and creating sustainable programs that become part of village life, resulting in an extended impact reaching community members, parents, teachers, and coaches. KPI’s uniquely inclusive mixed gender approach is based on an understanding that in order to empower girls, boys must play a meaningful role in the process.

Our community based Let's Play Fair (LPF) program operates in the rural village of Gatagara, Rwanda, and uses sport and interactive discussions to shift attitudes, behaviors and social norms in order to build a better community with a bigger purpose. Specific activities include:

- Provides over 800 hours of year-round, sports based programming promoting gender equity.
- Every week serves over 120 boys and girls, ages 7–18 years old from four local partner schools.
- Engages 18 locally trained Coaches who are responsible for executing LPF activities.
- Offers weekly Community Days to engage the entire Gatagara community in gender equality activities that aim to shift gender norms and activate widespread program participation.

GROWTH:
KPI is working to continue the transition of the day-to-day operations of the LPF program to the local coaching staff in Rwanda and create a replicable model enabling us to increase our impact and expand our reach to more communities impacted by genocide in the years to come. Additionally, KPI has bought land and is looking to build a field and community learning field house that will provide tutoring, English classes and more to the people in Gatagara.

Lastly, KPI organizes annual volunteer trips, led by our Olympic Athlete Ambassadors, that provide rewarding experiences to meet, interact and inspire the Let’s Play Fair participants and coaches.

Job Description
KPI is seeking an inspired Program Manager with a sport and sport for development background who will be responsible for providing strategic leadership while overseeing day-to-day programming in Gatagara, Rwanda. The PM will oversee both program activities and organizational operations, support LPF Coaches to implement high quality gender equity programs, help develop and conduct continued Coaches trainings, implement monitoring and evaluation tools, cultivate strategic in-country partnerships, contribute to business development and fundraising efforts, and provide strategic direction and recommendations for long term program development and model replication. The PM will work closely with and report to the Founder/President and be responsible for submitting regular reports and updates on organizational progress.
Primary Duties and Responsibilities

Program Management

• Accountable for execution of high quality programs, and ensuring all projects meet targets and deliverables as outlined in KPI’s annual plan and/or grant agreements
• Design implementation plans for, and oversee execution of, weekly LPF programs and Community Days as well as LPF Community Events
• Oversee the launch of the first phase of building the Field of Opportunity
• Oversee and conduct all communication for sponsorship of a child program
• Maintain ongoing communication and relationships with key stakeholders including partner schools, parents, community members, donors and strategic partners
• Conduct bi-annual program evaluations according to the program evaluation framework, and provide recommend changes to enhance the program to Founder/President. Take leadership initiative to execute changes as appropriate.

Leadership & Staff Development

• With support from technical experts as necessary, develop and deliver ongoing capacity building trainings for Coaches
• Responsible to ensure Coaches are motivated and compensated (or reimbursed) appropriately and in a timely manner
• Conduct performance management evaluations for all program staff
• Ensure that personnel files for all KPI team members are properly maintained and kept confidential
• In consultation with Founder/President recruit, hire, train and manage well qualified in-country program staff as necessary
• Ensure all new team members receive appropriate orientation and training in accordance with organizational standards

Monitoring & Evaluation

• Use KPI’s program evaluation framework to assess the strengths of the program and to identify areas for improvement and provide monthly feedback and guidance reports to Founder/President
• Conduct regular monitoring and evaluation of curriculum delivery and facilitation skills of Coaches and staff to inform ongoing capacity building trainings and workshops
• Ensure accurate and timely M&E data collection from all activities in order to monitor reach and impact of programs
• Collect both qualitative and quantitative information to inform program progress against output targets as well as intended outcomes, and assist the Founder/President to report back to key stakeholders

Financial Management

• Support the development of an annual budget and operating plan to support all program activities
• Ensure proper financial procedures are being followed by all staff members
• Submit timely monthly accounting reconciliations to KPI Founder/President
• In consultation with Founder/President, monitor, approve, track and report budgeted program expenditures
• Work to manage budgets and grants effectively and ensure accurate and timely reporting back to donors

Business Development

• Cultivate and strengthen relationships with a wide variety of partners including local implementing partners, donors, government agencies, and multi-lateral agencies in order to partnerships and funding opportunities with like minded local organizations
Using Sport to Promote Gender Equity

- Explore local funding opportunities with like minded local organizations
- Support the development of new proposals, budgets, and concept papers as opportunities arise
- Create monthly program newsletters, and maintain KPI Facebook, Instagram and Twitter as it pertains to programming
- Capture photographs, videos, and testimonials of participants and Coaches for social media, website, and funding purposes

Qualifications
- Bachelors degree in a related subject area
- Athletic background required, and passion for KPI’s mission to use sport to promote gender equity
- Professional experience in the areas of sport for development and/or gender equity strongly preferred
- Overseas working/volunteering experience (preferably in Africa)
- Knowledge of international program management, and experience analyzing, providing insight and direction to ensure continued progress of programming
- Ability to work under pressure and with minimum supervision, be a self-starter, team builder, innovative and demonstrate the capacity for maintaining high professional standards
- Experience developing and/or facilitating curriculum based workshops
- Excellent organizational skills
- Strong team-building and interpersonal skills
- Ability to live and adapt to different cultures and environments, and willingness to live comfortably in a rural village with limited trips home.
- Fluency with Social Media messaging including Instagram, Facebook, Twitter.
- Proficiency in standard computing applications (Word, Excel, etc)

Compensation:
Program Coordinator will be hired as an independent contractor and compensation will be determined based on experience. Additional benefits may include:
- Comfortable housing accommodations in Gatagara, Rwanda
- Programmatic transportation costs
- Programmatic related internet and phone expenses covered

How To Apply:
Candidates should email a cover letter describing their interest and qualifications and a current resume to: info@kidsplayintl.org by Monday, February 23. Please include “KPI Program Manager” in the subject line.

Visit our website: www.kidsplayintl.org to learn more.

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management retains the discretion to add to or change the duties of the position at any time.