



Program Director, Financial Education

Microfinance Opportunities leads the *Global Financial Education Program (GFEP)*, the first large-scale financial education program targeted at low income households in developing countries. For more information, please visit our website at www.globalfinancialed.org.

Job Description:

Microfinance Opportunities is seeking a Program Director to lead its rapidly expanding *Global Financial Education Program*. In this senior level position the Project Director will oversee several multi-year grants. The mix of projects involves the development, dissemination and evaluation of curriculum; use of a broad range of delivery channels, such as classroom training, radio, soap operas, video rooms and text messaging; and, adaptation of existing curriculum to various market segments and contexts in developing countries (i.e. youth, remittance receivers and consumers of insurance and housing products). The Project Director will also engage with policy makers on issues of financial literacy.

Duties and Responsibilities:

- Direct the research and development of new products, new markets and new delivery channels for consumer education
- Promote project through networking, publications, proposals, presentations and other means
- Develop proposals to funders
- Prepare budgets and manage expenses across projects
- Ensure timely deliverables and satisfy reporting requirements
- Manage staff time and resources across projects
- Contract project consultants on as needed basis
- Oversight of program statistics, program website and quarterly newsletter

Required Qualifications:

- 10-15 years of international project/grants management experience
- Experience managing large multi-year projects/grants, budgets and deliverables
- Proven track record managing a team of 4-5 staff and consultants
- Willingness to travel 10-20% of the time overseas to promote various projects
- Familiarity with microfinance, finance industry and/or non-formal adult education preferred
- Strong interpersonal and presentation skills
- Master's degree in international development, public policy, finance or related field
- Foreign language preferred

All interested applicants must be authorized to work in the U.S. at time of application. Position is full time. Salary is commensurate with experience. Position will provide for relocation expenses.

How to Apply:

Send a resume, including salary history and requirements, and a cover letter by May 12, 2008 to Kelly Gardner at kellyg@mfopp.org. Please indicate "Program Director, FE" on the subject line. Due to the high volume of applicants we cannot respond to individual inquiries. No phone calls please.