

PROGRAM & DEVELOPMENT MANAGER

Summary of the Organization

Malnutrition is one of the greatest barriers to the world's poorest people escaping poverty. The 900 million people in Africa and Central America who eat corn daily are some of the most affected, with nearly half of Guatemala's children suffering from stunted growth. Semilla Nueva launched the world's first social enterprise dedicated to the development, production, and sale of more nutritious, biofortified corn seed directly to small farming families. Farmers buying our seed increase their yields and incomes, while improving the diets of hundreds of thousands—and someday millions—of the world's poorest consumers by selling excess production. It's a scalable, sustainable way to give farming families what they most want, while providing malnourished children with what they most need. Our goal is to prove this model in Guatemala while improving the incomes of tens of thousands of families and the diets of millions of Guatemala's poorest, before expanding the model in Central America and into Sub-Saharan Africa. At Semilla Nueva, we're obsessed with finding a way to do the unprecedented and achieve impact at scale.

In 2018, our first year of sales, our seed took 1.3% of the Guatemalan seed market with nearly 2,000 families purchasing. By 2019, we reached over 4,000 families, and in 2020 we're on track to meet more than 10,000—covering more of our organization's costs through sales, while we deeply invest in impact evaluation, new seed development, and collaborations to scale our seeds internationally.

We're a hybrid social enterprise (our non-profit owns a for-profit company) of 27, mostly Guatemalan, staff. We work with some of the world's leading scientists at organizations such as CIMMYT, Harvest Plus, and universities like Purdue, Iowa State, Tufts, and Harvard. Our donors include some of the most prestigious in impact philanthropy, including Cartier Philanthropy, Mulago and the U.S. Government. Our seeds are based on conventional breeding (non-GMO), although we are not opposed to well-tested biotechnology. Our work has led to rapid growth and recognition, including an Ashoka fellowship, Mulago fellowship, and Forbes 30 under 30 for our founder.

Our team shares a common background. Whether from the private sector or NGO world, we have seen that international development projects often fail because they don't focus on finding the intersection of what the world's poorest want and what they most need. We're looking for new team members who are passionate about development programs that work, hungry for scale, and willing to put in the very hard work to make it happen.

Summary of the Position

We are hiring a program and development manager to manage project reporting and administration, lead relationship building and proposal development with new donors, manage Semilla Nueva's communications, and assist in the design of M&E systems. This role will be responsible for understanding and following rules of large donors such as USAID, collaborating with Semilla Nueva's finance and operations teams to build systems for compliance, leading Semilla Nueva's general and project specific reporting processes, and working with Semilla Nueva's M&E coordinator to design the processes and data tracking that will make reporting possible. The Program and Development Manager will also collaborate closely with the executive director to develop relationships with both existing and new donors, oversee some proposal writing, and oversee Semilla Nueva's communication strategy. The program and development manager will be a leader on Semilla Nueva's development and M&E team, with the ability to participate in high level strategy development and the overall direction of the organization.

We are looking for a passionate, creative, and outgoing leader with a strong mind for problem solving, systems, and collaboration. We are also looking for a very strong writer and communicator.

The position will be based primarily in the SN main office in Guatemala City. While a majority of the work is office-based, the position will require field travel to understand Semilla Nueva's programs and beneficiaries and keep our donors connected to the local farmers and the communities that we serve. Additional travel may include attending conferences, workshops, other events in Guatemala or internationally. The position will report to the executive director initially and then later to a development director.

Qualifications

Required:

- Bachelor's degree in business, international development, global health, or related field required.
- Minimum 3-5 years' professional experience in international development programs. Experience in Latin America or Guatemala preferred
- Excellent writing/communications skills, with an ability to communicate complicated ideas simply and concisely
- Minimum two years of grant writing, fundraising or business experience
- Fluent in English – the majority of the applications, reports and communications with partners will be in English. Proficient Spanish for internal and external communications.
- High attention to detail
- Demonstrated interest in rural agriculture and food security, and a passion to see change in Guatemala
- Demonstrated leadership, stress-management and flexibility in the work environment

Desired:

- Graduate study in business, international development or a related field
- Experience with client management and CRM software, preferably Salesforce
- Experience with grant writing and reports
- Leadership experience in an international development organization or business
- Ability to drive a manual transmission vehicle or willingness to learn
- Experience with fundraising and relationship management

Expectations

- Full-time position based in Guatemala City
- Minimum commitment of two years
- Ability to work independently, proactively, and prioritize/coordinate a variety of activities
- Ability to creatively problem-solve in challenging work environments
- Comfortable traveling to and staying in rural parts of Guatemala with difficult living conditions
- Comfortable driving in Guatemala, with a valid driver's license

Specific Tasks

1. **Compliance, Design, and Reporting** – This position will be Semilla Nueva's primary focal point for understanding the requirements of Semilla Nueva's current institutional donors such as USAID. This position will work with the operations team to develop systems to ensure compliance, provide data, and create efficient systems for reporting. The program and development manager will need to efficiently maintain a system to track reporting deadlines and supervise report creation and submission. Reporting compliance and performance will be measured through donor surveys conducted by the program and development manager to evaluate donor satisfaction and feedback from the operations and finance teams.
2. **Relationship Development and Management** – The program and development manager will be responsible for maintaining and developing relationships with both new and existing foundations and large donors. The position will oversee tracking of all relationships using a CRM. The position will also manage efforts with third party designers to create decks, one-pagers, graphics, investor calls, and strategically use social media to provide critical information to donors. The program and development manager will also be responsible for planning and organizing field visits with partners and donors out in the field, showcasing our programs to generate interest. Finally, the position will need to answer difficult



questions on Semilla Nueva’s strategic plan, proposals, and financials—using relevant details to clear up or redirect inquiries while also being open about when we don’t have answers. The position will also be involved with proposal research and writing.

3. **Content creation and management** – The program and development manager will collaborate with other members of the organization and third-party designers to create content that communicates Semilla Nueva’s most important data and stories. This will include working with Semilla Nueva’s M&E coordinator to create graphics on our impact, improving the website, and PowerPoint presentations.
4. **Management and Leadership** – The program and development manager will need to lead and support several systems and projects which span across departments, providing support to the M&E coordinator for study design and presentation of results, working with the operations department to facilitate stories and data reaching the development and M&E team, and collaborating with the operations team on proposal design and reporting. This position will require someone who is both highly organized, a good problem solver, and also flexible to negotiating between the needs and issues of different stakeholders both internally and externally. Semilla Nueva is a quickly growing and maturing start-up and requires strong candor, communication abilities, and grit. Salary: Competitive local salary, dependent on experience

Before applying, please review our website: www.semillanueva.org, including blogs and annual reports.

To apply please send your cover letter, CV, and 2-3 writing samples to curtbowen@semillanueva.org. Examples of communications materials are a plus. Please note “Program and Development Manager” and your last name in the subject line of your email.

