

Development Partners Manager Position Description

About IGD

The **Initiative for Global Development** (IGD) is a global alliance of business leaders united by a common vision of reducing global poverty through increased economic development and investment in frontier countries.

Scope of Work

IGD's Development Partners consists of corporate leaders from companies with business interests in frontier markets, who are committed to advancing more private sector-oriented U.S. development strategies. The manager will be a key member of the team responsible for engaging and providing value to member companies by facilitating business engagement and investment in key development sectors, improving private-sector focused U.S. global development programs and tools, and providing a forum for companies to share knowledge about innovative development models. Primary responsibilities include program development, events planning, communications support, and member data management. This position reports to the Senior Director, Development Partners.

Responsibilities

- Lead specific programming to support Development Partners membership
 - Research and develop content for meetings, conference calls and member communications
 - Contribute to creation of policy papers and member recommendations
 - Manage findings from member company interviews and help with analysis and presentation
- Manage logistics for all Development Partner events (working group meetings, conference calls, external meetings, annual meeting, etc.)
- Conduct research and provide information to support member company needs and strengthen their engagement with Development Partners.
- Track outreach and strategies for member engagement and update and maintain all membership data.
- Work with IGD communications staff to manage print and online information about Development Partners and develop content for website, blog, newsletter and case studies.
- Participate in development of recruitment strategies and work with IGD recruitment staff to track and implement.
- Contribute to development and administration of Development Partners measurement and evaluation effort, including annual member survey

Qualifications

- 3+ years experience in project management in business or international development context
- Demonstrated project management skills, including ability to manage multiple work streams and meet deadlines
- Excellent written and oral communication skills
- Knowledge of international business and economic development required

- Strong team player who enjoys collaborative work
- Proficient computer skills including Microsoft Office Suite, donor database software and internet research. Salesforce experience a plus
- B.A. minimum

Additional information

- Salaried, full-time, exempt position.
- Position is based in Washington, DC.
- Competitive compensation and benefits package.
- IGD is an Equal Opportunity Employer (EOE).

Interested candidates should send resume and cover letter to info@igdleaders.org.