

Call for Applicants: Deputy Executive Director

U.S. Overseas Cooperative Development Council (OCDC)

Background: The U.S. Overseas Cooperative Development Council (OCDC) is a membership organization of cooperative development organizations (CDOs) and cooperatives working in a variety of economic sectors in developing countries. OCDC brings together nine organizations committed to advancing a more prosperous world through cooperatives. Its mission is to champion, advocate and promote effective international cooperative development. Our members' international activities are powered by grants from the Cooperative Development Program (CDP) of the US Agency for International Development (USAID). Together, OCDC promotes sustainability and self-reliance through local ownership. OCDC advocates for cooperatives before policy makers in government to ensure cooperative development plays a significant role in development assistance strategies. To carry out our mission, OCDC has created the International Cooperative Research Group (RG).

The OCDC Research Group (RG) uses academically rigorous methods to carry out research and provide evidence about the impacts of cooperatives, primarily in the developing world. Seeking to increase the effectiveness of cooperative development, as well as its uptake as a development strategy for inclusive growth and self-reliance, the RG carries out research that focuses on the enabling environment and the capacity of cooperatives. The RG is committed to providing practical solutions that fill gaps in knowledge.

The RG is currently implementing a project funded by USAID under the CDP. The program, Cooperative Research, Education and Dissemination (CRED,) is a five-year Cooperative Agreement.

Position Overview

Reporting to OCDC's Executive Director and working in close collaboration with the RG's Director and Chief Financial Officer (CFO), the Deputy Executive Director plays a crucial role in the management of all OCDC programs. The Deputy is a strategic member of OCDC, working collaboratively with colleagues and providing input into the decision-making for advocacy, communications, learning and research activities. He/she manages programs and, as required, manages outsourced projects. The Deputy is expected to work as a team member, supporting and collaborating with other OCDC staff members.

Scope of Position

Working both independently and in close collaboration with the Executive Director, the Deputy supports the research being carried out by the RG, including any necessary procurement and management processes; data gathering to support RG reporting requirements under CRED; assuring that research timelines are kept to and deliverables are met (for both consultant-sourced and internally managed research) in accordance with the overall RG Work Plan, business development and organizational development.

Key activities include:

- Coordinating with the Executive Director to achieve OCDC's mission, goals, and objectives on behalf of the organization's members,
- Ensuring effective planning and achievement of CDP project goals and results targets under the guidance of leadership,
- Working with Managers in project planning and implementation, as well as monitoring, evaluating, and

reporting project indicators to OCDC and USAID,

- Ensuring project activities comply with OCDC Policies and USAID Cooperative Agreement and donor regulations in coordination with the RG and Chief Financial Officer,
- Reviewing and approving contracts, subawards and purchase orders,
- Leading Program Team and ensuring projects are on time, within scope and budget,
- Organizing, in coordination with program staff, events, workshops, roundtables, etc.,
- Expanding and deepening OCDC's network of cooperative development experts, academic institutions, and field partners,
- Tracking, identifying and developing buy-in opportunities for local missions to fund additional work using the CDP for OCDC and its members, and
- Providing leadership in business development and fundraising for the RG and OCDC's other program operations.

Qualifications

This position requires someone who is a self-starter, a critical thinker with strong analytical skills, highly organized and committed to taking tasks to completion. This person is collegial with successfully applied cross-cultural skills, able to work collaboratively within a small team, while at the same time comfortable working independently and efficiently to achieve project targets.

- Master's degree in international development or related social sciences
- 10+ years of post-degree work experience, to include managing all aspects of international and U.S. government-funded programs
- Demonstrated monitoring and evaluation knowledge and experience
- Excellent writing and verbal skills

Additional desired qualifications

- Experience managing USAID-funded projects
- Knowledge of cooperatives and cooperative development
- Strong communications skills
- Effective team player

Additional Details and Application Instructions

Qualified candidates are encouraged to send their application materials to the OCDC at info@ocdc.coop with the following title: "Deputy Executive Director Candidate Last name _First name by May 7, 2021, 5:00 pm eastern.

Please attach to the email the following items: 1. Your most recent CV (2-page maximum; In the case of publications, a third page is allowed); 2. A brief cover letter describing your relevant experience and interest in the position.

This position will begin remotely, with working hours based in Eastern Standard Time of the U.S. When offices reopen in 2021, the candidate will be expected to be based in the Washington, DC area.