



November 18, 2022

Position: **Programs Director**

Deadline to Apply: December 02, 2022

Position Type: Part Time (Hybrid)

Job Location: Fairfax, VA

Salary: \$60,000 for a full time

Job Descriptions

ICDR International is hiring a Program Director responsible for development and execution a robust organizational roadmap that includes partnership/business, communications and operational strategies for the organization. The Project Director also serves as Program Manager for the Dalit Justice Initiative.

We are seeking an organized and highly motivated person with excellent strategic development, legislative, and grant writing skills. We seek a self-starter, and a flexible team player with the ability to work both independently and as a part of a highly dynamic collaborative team. You will also lead some fundraising responsibilities and a partial international travel may require.

Bachelor's degree with experience in policy advocacy, organizational management and international development is desired. Experience working in South Asia is helpful. **Position is Part-Time.** Salary is \$60,000 for a full time.

Please send a cover letter and resume to the President via dbsagar@icdrintl.org by December 02, 2022. Office is in Fairfax, VA but the location of applicant is flexible. Some work is by remote. Full Job Description is available on our website. The key **responsibilities** are to:

- Provide technical expertise on the project implementation, plan, program schedule, track performance, and develop monthly reports and presentation to the leadership, relevant stakeholders, and government agencies
- Offer budget and financial management expertise that ensures proper use of grant funds, transparency, and other organizational requirements and compliances
- Coordinate/facilitate/ follow/review and develop grant applications/ proposals, and track grants or service efforts to support the ICDR's broader strategic objectives



- Conduct research, monitoring and evaluation activities with ability to identify business opportunities and collaborate regularly with ICDR leadership on development of organizational roadmap and prioritization of program activities
- Provide technical management, direction, mentorship and communication to ICDR teams, including volunteers and interns by having meetings, and check-ins to discuss organizational needs and growth opportunities
- Coordinate with ICDR's partners and allies in South Asia and the USA to strategize and implement a plan to expand the reach of our existing partnerships and collaborations both at regional and cross-national levels
- Draft, review and update briefing reports, memos, statements, statement of work, MOUs, contracts and other documents as needed

Background:

The ICDR *International* is a 501(c) (3) social enterprise, and a leading advocacy, litigation, public service, and networking organization with the mission to promote civil/Dalit rights and non-discriminatory laws to eliminate caste-, race-, ancestry-, national origin-, descent-based discrimination (CRAND), inequality, and injustice both in South Asia and the U.S./globally. ICDR deals with various equal, justice and civil rights issues, and provides affordable public services focusing on low-income families and immigrants, and Referral programs. Established in 2008, ICDR is known for its international policy advocacy, impartial reporting, effective coordination and mobilization of diverse organizations, media, and collaboration with targeted civil society organizations.

ICDR International is an Equal Opportunity/Affirmative Action employer. All qualified applicants are encouraged to apply and will received consideration for employment without regard to race, caste, color, region, sex, national origin, disability, or protected veteran status.

