



Job Announcement Program Development Officer

About DPLF: The Due Process of Law Foundation, a nonprofit, nongovernmental organization based in Washington, DC, is a regional organization comprised of a multi-national group of professionals. Its mandate is to promote human rights and the rule of law in Latin America through analysis and recommendations, cooperation with public and private organizations and institutions, the sharing of experiences, and advocacy. Our vision is a Latin America in which civil society, using national and international legal instruments, participates fully in the consolidation of the rule of law and respect for human rights, and in which judicial institutions are independent, transparent, accessible, and able to fulfill their role in strengthening democracy.

Job Description

The Program Development Officer, under the direct supervision of the Director of Institutional Development and Finance, will – in close coordination with the Executive Director and our program staff- write proposals for private foundations and government agencies as well as monitor and evaluate projects already being implemented. This position is based in Washington, DC. While DPLF has adopted a flexible hybrid work environment, the person hired for this position will need to live and work in the Washington, DC area. This includes work from DPLF’s office at least three (3) days a week. Applicants must have US work authorization.

Responsibilities include but are not limited to:

Program Support 60%

- Work in close coordination with program staff in the proposal preparation process for private foundations and governmental agencies which includes, but is not limited to, drafting budgets, monitoring & evaluation documents, and general revision.
- Support program staff with project report writing and monitoring and evaluation (M&E) reporting.
- Prepare and manage budgets and expense reports for project seminars, conferences, and meetings.
- In coordination with the Finance Director prepare project budgets and project financial reports.
- Meet with program staff to discuss management of project budgets and ensure timely closing out of those budgets.
- Review program staff expense sheets, credit card statements, bill payment, receipts, invoices, and petty cash reports as presented by the Program Assistant.
- Gather and compile information for narrative and financial reports and other reports being prepared for various projects and initiatives.
- Track reporting deadlines and financial requirements for donors and projects.



- In coordination with the Program Assistant, when necessary, provide logistics support for the planning and organizing of seminars, conferences, and meetings
- Coordinate with local project partners (subgrants and consultants) in Latin America on project reporting, monitoring and evaluation.

Financial 15%

- In coordination with the Director of Finance, and with the assistance of the organization's bookkeeper, prepare for project audits (provide paperwork to accountant and be available for questions, etc.)
- Assist Director of Finance as needed with the financial monitoring of projects.

Communications 15%

- As needed, coordinate with Communications Officer on program/project promotion through distribution of institutional statements on the institutional website, social media, and mass emailing.
- As needed, coordinate with Communications Officer on program publications as requested by Program personnel.
- Translation of short pieces from English to Spanish and vice versa as needed by program staff.

Institutional strengthening and project management support (10%)

- Support program staff to project manage the effective internal flow and delivery of cross-cutting project deliverables, as needed.
- Proactively identify opportunities for institutional strengthening (ie. Process and policy development/scaling) and support the Director of Institutional Development and Finance in their execution, as needed.

QUALIFICATIONS:

- Fluency in written and spoken Spanish and English.
- Proven interest in Latin America and human rights issues.
- At least 4 years of prior experience with proposal development and grant reporting, especially monitoring and evaluation plans. familiarity with US Government grants a plus.
- University degree in related area.
- Strong team orientation, willingness to help, ability to take initiative and follow-through.
- Ability to handle multiple tasks and prioritize work responsibly with minimal supervision.
- Demonstrated excellent attention to detail and ability to follow through to closure required.
- Strong computer skills, including Word, Excel.
- Must be dependable, a good team player, and able to work independently.



- Demonstrated ability to work productively within a multi-cultural team environment.
- Demonstrated ability to think proactively and anticipate institutional/program needs.

SALARY: Range between \$65,000 - \$70,000 based on experience. Full benefits package includes health, dental, vision, and life insurance fully paid by employer. 403b retirement plan with employer matching. Generous vacation and sick leave.

TO APPLY: Please send cover letter, resume, two writing samples (one in English and one in Spanish), and at least two references with daytime contact information by December 15, 2022, to the attention of: Laura Park, Director of Institutional Development and Finance at info@dplf.org (Subject line: Program Development Officer Application).

DPLF is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law. We can only hire candidates currently authorized to work in the United States on a full-time basis.