



Director of Programs
Santa Barbara, CA



Enabling at-risk populations of pregnant women, new mothers, and children to
gain access to life-saving and life-changing vitamins and minerals

The Organization

Our Mission

More than 190 million children under the age of five suffer from vitamin A, iron, and zinc deficiency worldwide. These deficiencies leave them highly susceptible to common infections—such as measles and acute respiratory ailments—that lead to blindness, severe illness, and frequently death. Vitamin Angels enables pregnant women, new mothers, and children to gain access to life-saving and life-changing vitamins and minerals. A panel of expert economists has twice ranked this mission the single most important solution to the world's greatest development challenges.

Our Approach

Vitamin Angels takes an innovative approach that allows us to reach the unreachable among sufferers of hidden hunger. We coordinate a network of over 700 NGOs worldwide to apply evidence-based interventions that alleviate vitamin deficiency in the most vulnerable populations in Africa, South America, and Asia. Our approach leverages existing distribution networks and local NGOs' knowledge of their communities to create an efficient and elegant model with powerful results.



Our Results

In less than 20 years, Vitamin Angels has become the second-largest non-profit mobilizer and distributor of vitamin A in the world. We have delivered vitamins to over 45 million recipients in more than 50 countries, and generate annual revenue of \$50 million. Our growth leaves us poised to expand our field partners and foster increasingly self-reliant networks among them in order to improve the life expectancy, health, education, and earning potential of millions around the world.

The Opportunity

The Director of Programs will be an integral part of Vitamin Angels' leadership team who will take primary responsibility for the continued transformation and expansion of the most critical elements of our work:

Vitamin Distribution

The Director of Programs will oversee Vitamin Angels' large and geographically complex network of 700 NGOs around the world.

S/he will direct our collaborations with a small, core group of technical consultants, as well as the growth and coordination of our world-wide network of vitamin distribution partners. The Director has primary responsibility for executing, building, and improving a complex logistical operation.



Quality Assessment

The Director of Programs will oversee the maintenance of the scientific framework for Vitamin Angels' programs. S/he will direct the team that establishes vitamin formulas, measures and

monitors program efficacy, and creates educational programming. The Director has primary responsibility for the medical underpinnings and thus the ultimate results of Vitamin Angels' world-wide operations.

The Director of Programs will have the opportunity to provide strong personal as well as operational leadership at Vitamin Angels. S/he will closely supervise and mentor a Senior Program Manager and a Manager of Technical Services, who administer the organization's vitamin distribution and quality assessment programs. S/he will also indirectly lead and regularly interact with the full Program Division team. The Director will have the chance to guide, advise, evaluate, and mentor talented and accomplished team members to advance their professional development as well as Vitamin Angels' mission.

The Responsibilities

The Director of Programs will formulate and execute annual operational plans, working toward the following goals: (i) identify an increasing number of field partners who can integrate VA products into new or expanded services for hard-to-reach beneficiaries while also absorbing all of these services' local costs; (ii) strengthen and expand the number of focus country programs who are committed to developing locally sustainable micronutrient supply and distribution systems; (iii) foster increasingly self-reliant national networks of NGO partners able to deliver high-quality nutrition services in a unified manner; (iv) improve coordination between VA programs and national government health services and support the efforts of multi-lateral organizations; and (v) advance VA's credibility as a technical agency delivering high-quality programs.

Specific responsibilities include:

- ❖ *Provide leadership, mentorship, technical public health advice and guidance, and general management support to the Program Division's Santa Barbara staff and to country program teams*

Leadership, Mentorship, Technical Advice, and Guidance

- Oversee the development of annual operational plans consistent with VA's strategic plans
- Guide the design and implementation of a portfolio of innovative, high-quality programs
- Provide technical advice to Program Division staff and country program advisors throughout the program planning, budgeting, and implementation processes; ensure consistency with internationally accepted public health practice adapted for local use
- Offer technical problem-solving directly to country-level programs, especially through field visits with regional program managers to high-priority countries
- Mentor staff and long-term country program advisors by modeling appropriate behaviors and giving hands-on assistance both at headquarters and in the field (e.g., through orientations, guidance on collaboration with counterpart agencies, and professional development opportunities)

General Management

- Ensure sound planning, implementation, and evaluation of all VA programs
- Ensure sound Program Division financial planning, budgeting, accounting, and reporting



The Responsibilities

- Ensure compliance with VA's program standards, policies/procedures, and processes, as well as compliance with donor requirements, by reporting results and expenditures in an accurate and timely manner
 - Undertake a monthly review of Program Division expenditures
 - Manage the annual performance review process for the Program Division
- ❖ *Anticipate, facilitate, and manage growth in the division's personnel and structures, consistent with technically sound country program operations*
- Lead planning for staff training, orientation, and development in order to foster organizational learning across personnel, projects, and regions
 - Propose system improvements to strengthen the technical management and execution of programs and the quality of technical assistance provided to field partners
 - Review Program Division resources and staffing patterns (in the U.S. and in country program operations) and develop structural changes and improvements
 - Draft and update position descriptions
 - Manage searches for new staff
 - Provide general orientations for newly hired Program Division staff and advisors
 - Monitor all high-priority country program operations to determine when technical or administrative actions, incremental resources, or personnel are required to support ongoing maintenance or expansion in beneficiaries reached
 - Oversee the execution of MOUs or other agreements needed to support local operations
- ❖ *Facilitate ongoing maintenance and improvement of program quality*
- Oversee monitoring and evaluation activities to strengthen the overall quality of VA programs
 - Work with VA's management leaders to develop and refine quality standards
 - Ensure that the quality, impact, scale, and cost-effectiveness of VA's programs meet VA management and program standards
 - Regularly assess the capacity of VA's Program Management and Technical Services Departments
 - Review summative evaluation activities assigned to the Technical Specialist for M&E
 - Monitor Charity Navigator to ensure that VA meets the requirements to maintain a high rating

The Responsibilities

- Ensure process and summative evaluations are developed and disseminated in a timely manner, and that recommendations are incorporated into headquarters and field operations as appropriate, in order to enhance VA's reach and cost-effectiveness

❖ *Representation of Program Division*

Technical Representation

- Ensure that VA builds its global leadership position and to manage and extend VA's network of global health partnerships
- Represent VA to national governments, technical counterpart agencies, bi-lateral and multi-lateral agencies, field partners, and manufacturing partners
- Prepare and submit technical articles for publication in peer-reviewed or industry journals that help raise awareness of VA, its cause, and its program interventions
- Establish and promote collaborations with key partners and university programs
- Participate in key international meetings, global technical review panels, informal WHO consultations, and advisory panels on micronutrients, including vitamin A and/or NTDs

Marketing Responsibilities & Representation

- Fulfill Marketing Division requests for technical source materials
- Ensure proper vetting of all VA marketing communications to ensure they are technically accurate and conform to VA's technical guidelines
- Assess resource needs and recommend appropriate opportunities to submit applications for grants to foundations, corporate social responsibility programs, or other agencies
- Prepare or oversee preparation of technical sections of project proposals that might be submitted for funding to outside foundations or other agencies
- Ensure the Technical Services Department provides oversight for all solicitations or offers for Gifts in Kind, both by VA and donors



The Candidate

The successful Director of Programs will combine outstanding leadership skills with a strong knowledge of global public health programs and a sophisticated operational mindset. S/he will be able to establish highly effective relationships with a wide range of employees and partners, including scientific, operational, and marketing staff, government agencies, and manufacturing and field partners. S/he will at the same time be able to master and expand a complex world-wide network and evaluate and demonstrably improve efficacy while remaining within scheduling and budget parameters.

Required:

- ❖ Minimum of 8-10 years technical experience in developing, executing, and managing programs for an international non-profit organization, including at least 5 years of experience at a management level
- ❖ Significant experience managing public health programs for developing countries
- ❖ Ability to provide steady, top-level guidance and experience to all Program Division efforts in a collegial and collaborative environment
- ❖ Command of essential financial management, budgeting, and accounting concepts
- ❖ Superior organizational skills, with the ability to analyze, expand, and improve global operations
- ❖ Superior written and oral communications skills, with the ability to write or edit scientific and technical publications, business reports, and summaries for the lay reader
- ❖ Superior interpersonal skills, with the ability to establish credibility and rapport with engineers, global health experts, government officials, marketing professionals, and potential donors
- ❖ Ability to function effectively in an organization under continual transformation and growth
- ❖ Ability to exercise an entrepreneurial orientation and initiative while collaborating with many team members both internal and external to VA
- ❖ Ability to work effectively with VA team members situated out of headquarters in multiple time zones and accessible only by phone and email
- ❖ Comfort with the application of market- and business-oriented solutions to non-profit work
- ❖ Ability to be based in Santa Barbara, California
- ❖ Ability to travel up to 25% of the time
- ❖ Master's in Public Health or related advanced degree (e.g., a medical degree, a doctor of public health) from an accredited university

Highly desirable:

- ❖ Minimum of 2 years experience working in a developing country field setting
- ❖ Fluency in a second language
- ❖ Understanding of the role of nutrition in public health programming

To Apply



Director of Programs

Questions, résumés, and CVs should be sent
to search@driconsulting.com

All first round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

Vitamin Angels is an equal opportunity employer. Employment selection and related decisions are made without regards to sex, race, age, disability, religion, national origin, color, veteran status, or any other protected status.