

POSITION: SENIOR PROGRAM ASSOCIATE, UNCOMMON COLLABORATIONS PROGRAM

ABOUT DALBERG CATALYST

Dalberg Catalyst is a team of systems thinkers and innovators dedicated to addressing the biggest challenges of our time. We are a small and fast-growing U.S.-based nonprofit whose mission is to co-create and actively accelerate systems solutions that will have a tangible and durable impact on urgent societal and planetary issues. The organization is virtual, with team members in four countries and projects operating in many more.

Dalberg Catalyst is part of the Dalberg Group, a global group working to build a more inclusive and sustainable world where all people, everywhere, can reach their fullest potential. Dalberg partners with and serves communities, governments, and companies throughout the world, providing an innovative mix of advisory, investment, research, analytics, and design services. Established in 2001 by experienced private sector consultants, Dalberg operates from 29 worldwide locations.

For more information, please visit [Dalberg Catalyst](https://www.dalbergcatalyst.org), and find out more about the Dalberg Group at [Dalberg](https://www.dalberg.com).

ABOUT THE UNCOMMON COLLABORATIONS PROGRAM

The Uncommon Collaborations program, funded by the Rockefeller Foundation and managed and implemented by Dalberg Catalyst, deploys Collaborations Grants to support likely and unlikely allies who have joined together to advance a specific catalytic product. Funded Collaborators – who span diverse geographies and sectors – integrate their unique skills, experiences, and resources to achieve breakthroughs in solving complex social and environmental challenges around the globe. The program helps them achieve these breakthroughs by providing:

- Catalytic funding to develop a specific product or solution that integrates the unique contributions of each Collaborator;
- Customized packages of in-kind support (high-touch or light-touch, depending on need) to strengthen their work and position it for scale, including theory-of-change working sessions and strategic planning to sharpen focus on high-impact activities;
- Facilitated connections to extend and strengthen their networks and bridge gaps to achieve their intended impact; and
- Visible amplification to position solutions for the next stage of scale, including additional funding or integration into private sector or government systems.

During its pilot year, the Uncommon Collaborations program supported six sets of Collaborators. Their locations included Kenya, Uganda, Tanzania, Scotland, Australia, and the US. They worked on breakthrough innovations in the areas of climate,

pandemic preparedness, poverty alleviation, forced labor, and smallholder agriculture, and AI for social good. The funding and in-kind support helped move their solutions from ideation to proof-of-concept to readiness to scale.

The program is being extended for two more years, with a larger team and budget to support a higher volume of grantees and build upon learnings from the initial pilot year. This grant renewal would entail 20 new Collaboration Grants over two years, awarded on a rolling basis.

WHAT YOU WILL DO

The Senior Program Associate will lead end-to-end engagement with, and delivery of in-kind advisory support to, approximately half of the program's portfolio of grantees, and will capture learnings to inform and implement design improvements to the program

Contract type: 100%, contract position

Duration: Starting immediately through to December 31, 2024, with the possibility of extension subject to confirmation of further grant funding.

Location: Fully remote (work from home) with a preference for candidates that can work during working hours that align with U.S. East Coast and Central Europe time zones.

This role will entail:

- Leading end-to-end engagement with and “owning” the relationship with ~10 of the 20 Collaboration Grantees over the two years (an average of 5 active grantees per year), with your portfolio of grantees growing in line with the overall Uncommon Collaborations portfolio
- Shaping, structuring, and providing direct in-kind advisory support to all grantees, e.g.:
 - designing and running working sessions
 - conducting targeted research/analysis
 - reviewing and providing input into grantee deliverables and materials
- Capturing learnings and delivering amplification support to grantees and the program overall
- Drafting and refining internally- and externally-facing deliverables, including:
 - Supporting materials for and outputs from funder and grantee meetings and workshops/working sessions
 - Documentation of progress and learnings, including for funder share-outs and reports
- Developing and delivering structured communications to the funder and grantees
- Contributing to building our partnerships with relevant stakeholders (e.g., other funders, peer organizations, partners of current grantees, potential grantee candidates)

ABOUT YOU

Required qualifications

- 4-5+ years of program management and/or strategy consulting experience
- Experience with stakeholder and/or client management with diverse groups of stakeholders that span geographic, sector, and cultural boundaries.
- Excellent verbal and written communication skills, with full professional fluency in English; proficiency in other languages is a plus

Additional ideal qualifications

- Demonstrated passion for driving social impact and equity, typically evidenced by a strong interest in and/or prior exposure to global or local impact issues
- A self-starter who takes full ownership of tasks, with a hands-on approach to getting things done in a fast-paced, high-performing environment;
- Ability to multitask, problem-solve, set priorities to meet tight deadlines, and work with a variety of internal and external stakeholders;
- Exceptional organizational skills, including the ability to work autonomously and “manage up”
- Strong analytical abilities (both quantitative and qualitative), accuracy, and attention to detail
- Ability to present information in an insightful and structured manner, both written and oral
- Excellent interpersonal skills, able to liaise independently and professionally with all levels of seniority and work with a team in an entrepreneurial atmosphere
- Integrity, credibility, and dedication to the mission of Dalberg Catalyst.

JOIN OUR TEAM

Please submit your application to rf_uc_jobs@dalberg.com. Your application should include a resume and cover letter; we cannot accept applications that do not include both documents.

Candidate applications will be considered on a rolling basis, and the position will remain open until the right candidate is found. Applicants are advised to apply early.

Owing to the large number of applications we receive; unfortunately, only shortlisted candidates will be contacted.