



Planet Aid seeks USAID Proposal Manager & Administrator

November 2018

Planet Aid is seeking qualified candidates to fill the position of **USAID Proposal Manager & Administrator** (PMA). This is an exciting opportunity to join a growing organization and contribute to the expansion of financial support for international development programs, with focus on improving people's health and wellbeing in Sub Saharan Africa.

The PMA must be able to manage the USAID proposal development process from start to finish. Successful candidates must be detail oriented, highly organized, able to juggle multiple priorities at once, carry out compliance reviews and coordinate all of the elements needed to complete a timely submission.

Throughout the proposal development process, the PMA will cooperate closely with field and country teams to gather the needed information; indicators, CV's, capacity statements etc. The PMA will set priorities, delegate responsibilities, establish deadlines, and create detailed proposal production timetables.

The PMA will also review detailed budgets and budget notes as needed. In addition, the PMA will contribute to writing proposal sections such as past performance and the personnel section and will be responsible for delivering the final product with all attachments to the relevant USG agency.

Desired Qualifications

- A minimum of 5 years experience in managing the USAID proposal process
- Excellent skills in analyzing and summarizing USAID proposal requirements
- Detailed oriented and organized
- Excellent oral communication skills
- Track record in recruitment of required personnel

- Excellent writing skills, including the ability to develop clear, concise and persuasive language.
- Ability to manage and meet deadlines
- Demonstrated ability to work in spreadsheets and review detailed budgets
- Knowledge of current US Government trends and initiatives in international development funding

Qualifications Required

Bachelor's degree in international development or other relevant field, Masters degree is preferred.

This is a full-time staff position.

Salary: to be negotiated based on experience

Job location:

At Planet Aid's Main Office in Elkridge, Columbia, MD, located between Silver Spring and Baltimore.

Compensation and benefits

Salary commensurate with experience.

Our benefit package includes paid life insurance, company-subsidized health and dental insurance, voluntary vision and short-term disability insurance, flexible spending account, 401(k) plan, and paid time off.

Planet Aid is a 501(c)(3) non-profit organization that is best known for its yellow bins that accept clothes and shoes to be reused and recycled. From its recycling program, Planet Aid is able to support development projects worldwide, and is a registered private voluntary organization (PVO) with the U.S. Agency for International Development. Planet Aid is also a member of the Humana People to People Federation (HPP). As part of its efforts in the US, Planet Aid provides USG new business and proposal development support to local HPP member organizations in many developing countries.

Interested Candidates please send your resume and cover-letter to:
Pindjobs@planetaid.org