



**FCDE**  
Foundation for Community  
Development and Empowerment

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[www.fcde-dev.org](http://www.fcde-dev.org)

**Position Description: Program Coordinator**

The Program Coordinator (PC), under the supervision of the Program Director (PD), will provide comprehensive and strategic support to a network of local partner organizations (LPOs). The basic responsibilities of the position include working with LPOs to identify and address organizational capacity gaps, leading and facilitating partner organization workshops and tailored trainings, and enhancing LPOs' project design and management processes including intensive grant writing support and monitoring FCDE-funded projects. This position plays a key role in the organization and the community by maintaining positive relationships with our LPOs, relying upon creativity and critical thinking and encouraging open communication as an active team member.

**Major Duties and Responsibilities**

***Program Development and Maintenance***

- Support the development and maintenance of relationships with local partner organizations and institutions partnered with FCDE. This includes but is not limited to holding meetings, maintaining communications, and ensuring accurate documentation of LPO's work.
- Maintain and disseminate information about partner programs and initiatives. This will include consistent record keeping and providing written reports and regular communication with our partner organizations and FCDE staff.
- Provide information and materials to various stakeholders to develop community relationships and foster awareness and understanding of FCDE's programs and approach.
- In conjunction with the site team, facilitate ongoing trainings, consulting (one-on-one or small group), as well as site visits to support the development and ongoing success of LPO's programmatic activities.
- Assist any international or Ugandan Fellows with social and cultural adaptation through the provision of technical support, cultural insights, and direction to relevant and available resources.

***Local Partner Capacity Building & Training***

- Participate in obtaining baseline organizational assessments and in documenting partner organizations' capacity development.
- Assist to develop new relevant materials and trainings based on tier-level to build partners' skills and capacity so that they can carry out their programmatic activities successfully, strengthen the efficacy of their programs, and enhance organizational development.
- Support the development and the implementation of work plans for each partner organization based on capacity gaps and tier-level.
- Provide networking opportunities to support collaboration among LPOs.
- Assist local partners with writing grant proposals ensuring that they are following guidelines and submitting quality projects. Working with Grants Committee, review, comment and vet LPO grant proposals.

***Program Monitoring and Evaluation (M&E)***

- Support the collection of data to be used in monitoring and evaluation reporting. Assist the Program Director and Chief Strategy Officer with compiling information and M&E reports as needed by the management team.

- Monitor LPO program and grant progresses in order to best provide guidance and capacity building tools as needed to facilitate successful performance and adherence to the FCDE guidelines. Ensure all reports are submitted on-time.

***Administrative Support***

- In concert with the site team, assist in preparation of a wide range of program documentation, including: Partner Organization Profiles, Weekly Reports, Quarterly Program Evaluations and Reports; Grant Project Evaluation and Follow Up Reports, etc
- Be an active participant in site team projects and activities and perform other related duties as assigned by the Program Director and management staff.

**Desired Qualifications**

**Education and Prior Experience:**

***Minimum qualifications:***

- A university degree in International or Community Development, International/Regional Studies, Social Sciences, Business or related field.
- At least two years' experience working with a similar development organization or related experience.

***Preferred qualifications:***

- A master's degree in International or Community Development, International/Regional Studies, Social Sciences, Business or related field.
- Five years' experience working with similar international Development Organization.

**Language Proficiency:** Advanced spoken and written skills in both English and the relevant local language(s).

**Knowledge:**

- Solid working knowledge of community development and the needs of small, grassroots, rural organizations.
- Demonstrated ability to maintain positive relationships with the community, LPO leaders and NGO officials.
- Demonstrated experience and skills in facilitation of training events.
- Grant writing skills, keen editing ability, and knowledge about solid program design and management.
- Experience with M&E processes and systems including data collection and data entry.

**Skills and Abilities:**

- Organizational skills with attention to detail, timeliness and critical thinking.
- Excellent computer skills in word-processing and database management.
- Motivation and commitment to work effectively as part of an inter-cultural team.
- Excellent interpersonal and communication skills.
- Demonstrated ability to exercise good judgment under normal as well as complex and often stressful conditions.
- Capacity to be innovative and creative in approaches. A team player who likes to work hard and see impactful change in the community.
- Willing to learn and adapting quickly to new environment.

Send cover letter, curriculum vitae, and three references to [apply@fcde-dev.org](mailto:apply@fcde-dev.org).