

# Program Director

<b>Location</b>	Surkhet, Nepal
<b>Start Date</b>	Negotiable
<b>Contract</b>	1 year; full-time (option for renewal)
<b>Salary</b>	Grade 5
<b>Benefits</b>	All required benefits Dashain Bonus On-site accomodation and meals <sup>1</sup>
<b>Leave</b>	20 days a year (not including Saturdays, public holidays, sick leave, other leave)
<b>Nationality</b>	Nepali, foreign nationals may apply <sup>2</sup>
<b>Reports to</b>	INGO Director (Head Office)

## **BLINKNOW FOUNDATION**

**A world where every child is educated, safe and loved.**

The BlinkNow Foundation is a 501(c)(3) based in New Jersey which, through its country office in Nepal, oversees programs in rural Nepal including a school, a children's home, and a women's training center. We do this with our local implementing partner, Kopila Valley Sewa Samaj, and through close ties with the local community. The two organizations work in partnership, with BlinkNow serving as the International Non-Governmental Organization (INGO) whose primary role is to provide funding and oversight, and Kopila Valley Sewa Samaj serving as the local Non-Governmental Organization (NGO) whose job is to implement programs. Our mission is to change the world by empowering Nepal's children.

Every day we strive to create a sustainable organization working to educate all of Kopila's children until they are ready to enter the world as happy, skilled, confident, self-sufficient, and English-speaking adults. We believe we can serve as a model for quality education in Nepal. We

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<sup>1</sup> Offered to non-local applicants only

<sup>2</sup> Please note that benefits may differ for foreign applicants

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will strive to provide our children with scholarships (should they choose to pursue higher education), and the skills required to enter world as global citizens, and ambassadors for change.

## **POSITION SUMMARY**

The Program Director is a new leadership position that is responsible for fostering a new era in the organization's Nepal operations. As we navigate the new formal arrangement of the INGO and NGO operating bodies, the program director will be responsible for setting up systems and procedures where there were none before, and guiding the team through this crucial period of growth and transition. Working closely with the Nepali INGO Director, this person will be captaining the ship as we work to elevate the standard of operations across the BlinkNow INGO and the Kopila Valley NGO. The Program Director will be responsible for building the policies and structures which will create BlinkNow's legacy as a strong, sustainable organisation providing world-class educational programs for the future leaders of Nepal. This will also include overseeing the various program areas on the ground in Nepal, and ensuring each program head is supported, motivated, and meeting their goals. The Program Director will also be involved in finalising and implementing the organisation's ten-year strategic plan, and graduating our education programs to our newly built flagship multi-million dollar campus.

## **ROLE DESCRIPTION**

- Work closely with the INGO Director to navigate the BlinkNow Country Office Nepal through the current period of transition.
- Oversee all programs, ensuring smooth operation and troubleshooting issues as they arise. Complete weekly check-ins with BlinkNow program specialists, informal weekly check-ins with Kopila Valley program heads, and monthly goal reviews with all.
- Implement new policies, procedures, and protocols as required to ensure government compliance and sustainable operations.
- Build and maintain a strong relationship with the leadership of Kopila Valley Sewa Samaj to ensure the continued success of our joint project in Surkhet.
- Communicate with the Executive Director, as well as the BlinkNow CEO and US Chief of Staff (when required), to ensure a constant connection between the senior leadership and Nepal operations.
- Collaborate with INGO Director to create and implement a monitoring and evaluation schedule.
- Implement and update BlinkNow's strategic plan, following the review schedule.

- Manage BlinkNow human resources, including making new hires and onboarding new employees to ensure that all programs are as strong as possible.
- Complete bi-annual performance evaluations using the BambooHR framework.
- Ensure that all program area monthly reports are submitted to the head office in a timely fashion, including any data required.
- Provide orientation, training, and exit support for all program-related BlinkNow staff members.
- Monitor budgeting and expenditure of program areas, including working with the program areas to create annual budgets based on the BlinkNow strategic plan.
- Serve as key liaison between the Nepal Country Office and the US Head Office, including participating in weekly US-Nepal staff call, giving all program updates as required.

## REQUIREMENTS

<b>Education</b>	Master's degree in a relevant subject preferred
<b>Experience</b>	5 years professional experience
<b>Language</b>	Fluent in English
<b>Other Qualifications</b>	None required

## KEY CHARACTERISTICS

- You believe that we can change the world, in the blink of an eye
- You believe in making decisions that put children first
- You are self-motivated, organized, and approachable
- You enjoy creating systems, keeping records, and increasing efficiency
- You are always looking for new ways for our team to work smarter instead of harder
- You are detail-oriented and conscientious. You make sure nothing slips through the cracks
- You have a strong work ethic and a willingness to pick up new skills. You are comfortable multi-tasking

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- You are positive, patient, and a clear communicator who is comfortable working with both Kopila Valley staff in Nepal and the BlinkNow staff in the United States
  - You are an empathetic person, with a knack for putting out fires before they start and soothing conflicts brewing beneath the surface
  - You require little supervision and are flexible. You understand that you will be wearing many hats in this role, many of which are not explicitly included in this job description