

CBM is a global mission organization committed to sharing God's love through word and deed. We believe that God brings healing to a broken world through local churches. CBM works strategically alongside a network of partners in 14 priority fields, providing assistance in the following areas: Poverty, Justice, Kids at Risk, Building the Church and Crisis Response.

The Team Lead, International Programs assumes responsibility for needs assessments, program design, monitoring and evaluation for all international projects. Programs are based on integral mission and address CBM's core causes: Build the Church, Poverty, Justice, Kids at Risk, and Emergency Relief and Rehabilitation. The Team Lead, International Programs reports to the Director, International Partnerships.

## **Ministry Description and Responsibilities**

### **PROGRAM/PROJECT MANAGEMENT**

- Advise CBM's Leadership and Executive Team of key program issues relevant to the accomplishment of the organization's mission and strategic direction
- Provide, or arrange for, consultancy to CBM field and office staff at the formation stage of major project proposals
- Assess and approve project proposals which align with CBM ends, comply to proposal format, and are within budget
- Ensure alignment of project objectives with outcomes; appropriate logic and indicators are used.
- Recommend action on out-of-budget projects to the Director, IP and Leadership Team
- Monitor project progress through reviewing project reports' key metrics (financial and narrative)
- Determine, recommend and follow-up on appropriate actions where projects are not achieving desired results or have encountered problems
- Act as the key liaison with partners such as BFAD, CFGB, CCRDA and significant donors
- Direct final evaluations for major projects; review evaluation reports, and recommend appropriate actions

### **IP PARTNER DEVELOPMENT STRATEGIES**

- Work closely with Field Team Leaders and office staff in contextual strategic planning, evaluations and problem solving for field projects.
- Schedule annual partner visits for program review of global programs.
- Participate in assessing capacity of partner staff and organization to implement and manage proposed programs
- Participate in recommending capacity-building measures for each partner in collaboration with Field Team Leaders and Director IP
- Update Director IP & the Leadership Team through regular briefings on program status and issues
- Provide input into strategic planning, evaluations and problem solving for field projects
- Provide context, agendas and updates on CBM projects and issues to office staff as they prepare to visit international partners
- Present to constituency
- Represent IP programs in CBM interdepartmental meetings

### **STAFF DEVELOPMENT**

- Manage a team of program officers within the IP department
- Act as a resource to Field Team Leaders.

### PROJECT FINANCES

- Supervise the preparation of the draft annual budget for all international projects
- Review / approve consolidated monthly project funding requests
- Work with the Finance team to monitor high level project expenditures and revenues, ensuring that income and expenses are aligned with the annual budget
- Review and approve financial reports for submission to GAC, CFGB, and major donors
- Determine appropriate coding for all new IP projects, request new project numbers as needed

### PROGRAM/ PROJECT MONITORING AND REPORTING

- Maintain a small portfolio of CBM projects:
  - Review, revise and provide feedback to partners on project/program proposals
  - Prepare proposals and reports for GAC, CFGB, and other funding organizations
  - Track project/program status and ensure follow-up of outstanding issues
  - Review project reports against expected results and provide feedback to partners
  - Maintain project documentation files
  - Design and revise monitoring tools and tracking documents
  - Extract applicable narrative project information and photo resources for communications materials
  - Request monthly/quarterly project funding
  - Monitor project progress through field visits

### GROWTH & COMMUNITY

- Attend weekly CBM Chapel and contribute to the overall spiritual growth of the organization (may require occasional leading of chapel)
- Commit to promote and pray in an ongoing manner for the ministries and staff of the organization.
- Contribute to assigned office tasks.

### Skills/Knowledge Required:

- Must accept CBM's Core Values (see [www.cbmin.org](http://www.cbmin.org))
- Willing to sign off on CBM's Community Covenant, Code of Conduct, Conflict of Interest & Child Protection Policy
- Active membership in a CBM affiliated church or willing to become a member
- Degree in Development Studies, International Program Management, or Business Management
- Prior leadership within a Christian mission/community
- Minimum 5 years of international program management/monitoring experience.
- Cross-cultural and / or international experience
- Solid understanding/experience with Results-Based Management (RBM) and program management tools (proposals, reports, monitoring, and evaluation)
- Excellent English ability and fluency in at least one other major language (ideally French or Spanish)
- Some formal theological education and/or educational training preferred
- Awareness and sensitivity in cross-cultural communication
- Strong public engagement/speaking skills
- Ability to take initiative with little supervision
- Ability to mentor team members in wide range of cultural settings
- Demonstrated ability in sound and current management and financial practices
- Excellent interpersonal skills



Employment Opportunity: **Team Lead,  
International Programs**

- Available and able to travel internationally

Please submit resume and cover letter by e-mail to [membercare@cbmin.org](mailto:membercare@cbmin.org)

The position will be held open until January 22, 2020 or until a suitable candidate has been found.

Thank you for your application; however, only those selected for an interview will be contacted.

CBM welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.