Development Gateway Job Description: Senior Associate

The Organization You Want to Work For

Development Gateway (DG) is an international nonprofit that creates innovative information management and data visualization technology, implements data-focused programs, and conducts research and evaluation to further sustainable development: developmentgateway.org

Our core focus areas are Resource Management (open contracting and procurement, aid management, and extractives); Effective Service Delivery (agriculture, health, data management systems, monitoring/evaluation/learning); and Data Strategy & Policy (including results data, data standards, and open data advocacy).

We are a creative and dynamic group of people based around the globe. We value hard work, innovative thinking, a commitment to teamwork, and a good sense of humor. This position may be based anywhere the applicant is legally able to live and work. However, candidates must be able to overlap at least 4 working hours with Washington, DC. If located outside of the United States, candidates will be considered for a consultancy.

The Elevator Pitch

The Senior Associate will join the Operations team to lead and collaborate on assessments, data use initiatives, and technical implementations. Our projects include (i) implementations of data management, visualization, and dissemination tools, (ii) evaluating and strengthening the decision-support environment for data use, and (iii) applied research on how data and technology influence development and policy.

In this role, you will manage partners and projects around the globe, support product innovation, and lead assessments of systems and user needs. Strong writing skills are important. A wide degree of creativity, latitude, and responsibility is expected, along with domestic and/or international travel up to 30% of full-time (as public health guidance allows).

The Work You Get To Do

- Work closely with clients to understand data use challenges and to document technical needs. Collaborate with partners and technical staff to ensure that project milestones are met on time, within budget, and to client satisfaction.
- Build relationships with national and subnational government ministries, research institutions, CSOs and/or private sector partners to successfully uncover user needs, enable data sharing, and promote data use.
- Engage in one or more of the following:
Collect and maintain requirements for IT systems that manage decision support data. Responsible for conceptual design and defining business rules, user stories, and user interfaces.

Design and conduct qualitative research, assessments, and data analysis for sectors including agriculture, health policy, and financial transparency.

- Convert findings and data-focused concepts into clear, readable prose.
- Identify and develop new and follow-on business development opportunities.

The Education and Experience You Have and We Need

- Bachelor’s degree required. Candidates from all academic majors encouraged to apply.
- 5+ years experience in one of the following: project management, user-centered technology development, data policy, data for international development, or similar.
- Excellent written and spoken English required.
- Track record of managing client relationships or working with diverse team members in a global environment. Experience working or living internationally.

Nice-to-have extras, but not having these shouldn’t prevent you from applying:

- Experience working with governments or international organizations.
- Experience working with data analysis, research design, or design thinking.
- Experience working with data for: agriculture, health, or open government.
- Master’s degree a bonus. Fluency in a second language a bonus.

Gourmet chefs welcome, but more importantly:

- You have effective project management and/or workshop coordination skills. You enjoy getting things done while keeping your clients happy and building relationships.
- You can communicate easily with both technical and non-technical staff and maintain good communication with our geographically dispersed team. Entrepreneurial attitude and skills important.
- You are a problem solver, known for your commitment to continuous product and process improvement.
- You’re comfortable working with data using spreadsheets or simple databases and statistical software.
- You use strong organizational skills to handle a broad and unpredictable workload, meet deadlines, and work under own initiative.
- You get excited about finding the best way to phrase an idea or communicate a point. You know that twenty words can be better than fifty.

To apply, please send a CV and cover letter to jobs@developmentgateway.org by May 21st, 2021. Please mention “Senior Associate” in the subject line. Only candidates selected for an interview will be contacted.
For those located within the US, the projected salary for this position is between $60,000 and $80,000 annually, plus benefits.

Candidates outside the US will be contracted with on a consultancy basis, which does not include benefits, but offers highly competitive pay based on location.

We are an equal opportunity employer and value diversity and lived experience. We strongly encourage applications from people whose identities are underrepresented in the sectors where DG works. DG does not discriminate on the basis of race, ethnicity, religion, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability status.