

JOB DESCRIPTION

POSITION INFORMATION	
Title:	Program Director, Planning, Monitoring, Evaluation, Reporting, and Learning (PMERL)
Supervisor Title:	Director, Diakonia
Unit Name:	Global Mission (GM)

Job Context Information
Churchwide Office – Chicago, IL

Job Purpose
Primary purpose of the job at the organization
<p>Within the context of the Diakonia Team, and the GM Unit as a whole, this position: (1) directs and provides strategic leadership to the ELCA’s engagement with global companions and other Lutheran and ecumenical partners for Planning, Monitoring, Evaluation, Reporting, and Learning (PMERL) on international development projects and programs; (2) provides technical advice and support to GM to ensure integration of GM’s PME processes into GM-supported projects and programs; (3) provides leadership and technical assistance towards the development of strategies for engagement with global companions and ELCA synods and congregations involved in international development projects and programs from the perspective of better PMERL; (4) expands cooperation between independent Lutheran organizations, Lutheran World Federation, Lutheran World Relief and other governmental and NGO partners engaged in international development projects and programs; and (5) increases the availability of resources for PME for the continued improvement of GM-supported international development projects and programs (e.g. from foundations and other grantors).</p>

Job Responsibilities	
% of Time	
60%	<ol style="list-style-type: none"> 1. Provide leadership, strategic planning, and technical support for continuous program quality improvement and accountability through PMERL for GM-supported international projects and programs implemented by companion churches; this work is carried out in close collaboration with Area Desks and as a member of the Diakonia Team;

15%	2.	Lead strategic planning, inter-/intra- unit coordination, and training for GM implementation of new online grant management system (including grant application process, and grantee self-monitoring and self-reporting, and GM staff training);
10%	3.	Engage and build synergies with Lutheran World Federation, Lutheran World Relief, and other ecumenical partners, as well as ELCA synods and congregations engaged in international projects and programs, with the goal of deepening and extending the ELCA's effective engagement with global companions through better PME;
5%	4.	Develop new opportunities for continued improvement of PMERL through mobilization of additional financial resources (e.g. foundations and other public and private sources), including collaboration with Mission Advancement's solicitation of major donors;
5%	5.	Inter- and intra- unit collaboration on World Hunger Appeal program interpretation and communication;
5%	6.	Performs other duties as required.

Required Skills

Skills or knowledge which are **required** to perform this job.

1.	Graduate degree in PMERL or international development with focus on PMERL programs;
2.	Five to seven years of experience in strategic and program planning, implementation, monitoring and evaluation, grant management, and capacity building for PME in international development context;
3.	Desire to work within a church system; commitment to the ELCA vision, mission, and values; willingness to express in daily decision-making the methodology of the ELCA's GM unit (accompaniment); knowledge of and experience with Lutheran and ecumenical companions working in sustainable development and humanitarian response;
4.	Cross-cultural sensitivity and skills in capacity building, conflict resolution, problem-solving in complex situations, and administrative oversight;
5.	Strong oral, written, computer and telecommunication technology skills, and ability to conceptualize a communication strategy using various media;
6.	Ability to work well in a team and utilize skills in listening, negotiation, persuasion, problem-solving and consensus-building to facilitate appropriate and high quality relief and development.

Required certifications or licenses:

- Master's degree preferred.

Physical Requirements

Travel. Nature, means and frequency of travel required to perform this job.

Extensive international travel required, at times for extended periods (2-3 weeks) primarily in Africa, but to a lesser degree, Asia, and Latin America. Intervals between trips vary, according to time of year. GM travel days ceiling: 75-100 days.

Physical Effort.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

International travel often involves overnight flights, carrying heavy suitcases, long car/van rides over very difficult roads, and extensive walking when onsite visits, and requires very good general health and the ability to tolerate malaria prophylactics.

For Human Resources Use Only

Effective Date:

Salary band: