



Position Description: Program Coordinator Mbale

The Program Coordinator (PC) serves as a vital link between FCDE and our network of Local Partner Organizations (LPOs) in the Mbale region. The PC, under the supervision of the Program Director (PD), will provide comprehensive and strategic support to our LPOs, including working with them to identify and address organizational capacity gaps, leading and facilitating partner organization workshops and tailored trainings, and enhancing LPOs' project design and management processes.

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

Partnership Development & Relationship Management

- Support the recruitment, development, and maintenance of relationships with local partner organizations and institutions partnered with FCDE.
- Facilitate regular check-ins and site visits with partners to monitor progress, understand challenges, and celebrate successes.
- Identify new partnership opportunities that align with FCDE's mission and expand the reach and impact of our capacity-building efforts.
- Serve as a liaison between FCDE site team and LPOs, ensuring smooth coordination and information sharing across all programs.
- 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.

Local Partner Capacity Building & Training

- Support the development and the implementation of work plans for each partner organization based on capacity gaps and tier-level.
- Provide ongoing technical support and mentorship to partner organizations, empowering them to strengthen their internal structures and implement effective community projects.
- Participate in obtaining baseline organizational assessments and in documenting partner organizations' capacity development.
- Support LPOs in developing strategic plans, grant proposals, and monitoring and evaluation frameworks, ensuring that they are well-positioned to secure resources and demonstrate impact.

- 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

Program Development and Monitoring and Evaluation (M&E)

- Provide information and materials to various stakeholders to develop community relationships and foster awareness and understanding of FCDE's programs and approach.
- 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.
- Assist the PC-MEL with compiling information and M&E reports as needed by the management team.
- Monitor LPO program and grant progress 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 a 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 a related field.
- Five years' experience working with a similar international Development Organization.

Skills and Abilities:

- 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.
- 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. Willing to learn and adapting quickly to new environment.
- Capacity to be innovative and creative in approaches. A team player who likes to work hard and see impactful change in the community.

Language Proficiency:

- Advanced spoken and written skills in both English and the relevant local language(s).