

DIRECTOR OF INTERNATIONAL PROGRAMS

Hybrid - Richmond, VA

CHILDREN INCORPORATED

Location: Richmond, VA (Hybrid: Minimum 3 days/week in office)

Position Type: Full-Time

Reports To: CEO

Salary Range: Grade 4, \$65,000 - \$110,000

Start date: February 2027

About the Role:

Are you an experienced leader passionate about driving high-impact international initiatives? We are seeking a strategic, collaborative, and mission-driven **Director of International Programs** to lead the vision, execution, and growth of our global initiatives.

Based out of our **Richmond, VA** headquarters, this role offers a **hybrid work schedule** (3 days per week in office, 2 days remote). You will oversee program strategy, manage cross-border operational partnerships, lead a dedicated team of volunteer coordinators, and ensure robust program evaluation and financial stewardship.

This position is responsible for the management of all international program locations. The Director plays a key role in sponsorship and program related activities for all international program sites. The International Programs Director works to develop relationships and partnerships with new program partners, and to provide quality leadership to our network of volunteer coordinators. This position reports to the Chief Executive Officer.

Functions

- Oversee all activities and functions relating to international sponsorship programs, and provides guidance and technical support for sponsorship activities.
- Establish monitoring and evaluation (M&E) frameworks to measure global program outcomes and report metrics for board members and donors.
- Oversee and conducts annual reviews of all international program sites to ensure policies and procedures are being upheld and funds are properly managed and disbursed in accordance with funding and program guidelines
- Verify financial accountability and proper spending patterns of international programs through careful review of semi-annual financial reports.
- Participate in various opportunities to assist the organization in increasing its visibility amongst peer groups and other key stakeholders.
- Assist in the design and implementation of grant funded programs as applicable.
- Actively seek opportunities for multiple types of assistance, ranging from financial to contributions of commodities for international program locations.
- Evaluate program site requests for additional assistance to determine additional funding opportunities.
- Manage any special projects (i.e. building of a school, dormitories, water tanks, kitchen, garden, etc.) that Children Incorporated has agreed to fund.
- Manage relationships between program partners, participants, vendors, and Children Incorporated.

- Provide guidance and technical support for international program related activities in agreement with the Chief Executive Officer.
- Continually develop personal technical expertise to aid in the development of program benchmarks, best practices, and new initiatives.
- Regularly manage and correspond with volunteer site coordinators via email, telephone, and other forms of communication for the purpose of effective program management.
- Coordinate and travel to international sites for review and evaluation purposes.
- Supervise the International Programs Assistant Director.
- Other duties as assigned.

Job Requirements

- Minimum of Bachelors degree required, Masters preferred
- Minimum 2 years supervisory experience required
- Must be fluent in Spanish, written and spoken
- Background check
- Volunteer management
- Ability to interact and communicate well with all levels of stakeholders, especially volunteers
- Attention to detail and strong organizational skills
- Minimum 5 years working for or with international non-profit organizations, preferably those which serve internationally disadvantaged children and families
- Ability to successfully handle conflict, uncertainty, rapidly changing plans/situations with a positive result.
- Strong proficiency in computers and knowledge of Google Suite (preferred) or MS Office
- An empathetic listener who can clearly communicate and motivate volunteers at different program sites across the country, with varying levels of education
- Ability to build rapport and trust with a diverse group of people via phone, video, and in person
- Cultural sensitivity is a must
- Willingness to provide ongoing encouragement to international Volunteer Coordinators while simultaneously achieving results with regard to the implementation of Children Incorporated program requirements
- Ability to travel, sometimes by oneself, up to four times per year, to our international program sites in Latin America, South Asia, Philippines, and Africa.
- Vaccines for entry into some countries (i.e. Yellow fever vaccine required for entry into Africa and Bolivia, others)

Why Join Us?

- Competitive compensation package with comprehensive healthcare, retirement planning, and generous paid time off (PTO).
- A collaborative and mission-driven culture based in the heart of Richmond, VA.
- The opportunity to drive real, measurable impact in communities across the globe.

To Apply

Please submit your resume and a tailored cover letter outlining your experience in international leadership to Anita Holder at aholder@children-inc.org.