

**Employment Opportunity with International Nonprofit Organization
Venture Strategies Innovations**

www.vsinnovations.org

Position Title: Associate Director of Field Operations
Status: Full time, exempt position
Location: Anaheim, California
Salary: VSI offers a competitive salary (DOE) and a comprehensive benefits package
Posting Date: December 2011

Organizational Background:

Venture Strategies Innovations (VSI) is a California-based nonprofit 501(c)(3) organization committed to improving women's health in developing countries by creating access to effective and affordable technologies on a large scale. Our innovative approach involves partnerships that build upon existing infrastructure, resources and markets. We focus on reducing barriers to access and enhancing human capacity to bring about sustainable improvements in health.

VSI specializes in facilitating regulatory approval of quality products, policy development, training and support for distribution. In collaboration with our scientific partner, the School of Public Health at the University of California, Berkeley, we conduct operations research to demonstrate appropriate level of access.

In the developing countries where most births take place at home, pregnancy is a life-threatening condition. Every pregnant woman is likely to know someone – perhaps her mother, her aunt or her sister – who died of postpartum hemorrhage (excessive bleeding after childbirth), or from complications of unsafe abortion. Of the over 340,000 women who die from causes related to pregnancy or childbirth each year, 99% are in developing countries.

In its largest program, VSI works with governments, leading medical professionals and organizations in 12 countries in Africa and Asia to create access to generic misoprostol tablets, which are safe, effective and life-saving when used for a variety of obstetrical and gynecological indications. Misoprostol is affordable and has the advantage of being able to be used at all levels of the health care system, including by frontline health care workers.

VSI is a dynamic team-oriented organization filled with bright, committed, passionate individuals. There are extensive opportunities for leadership and growth as the organization continues to evolve and expand. As part of its commitment to excellence, VSI values and invests in the professional development of its team members. VSI celebrates a culture of high performance, teamwork and accountability and creates an atmosphere in which highly motivated individuals thrive.

Job Summary:

The Associate Director of Field Operations (Associate DFO), reporting to the VP, Operations, is a key leadership position responsible for providing both strategic input as well as day-to-day management of field operations including technical aspects of field programs. The Associate DFO will oversee US-based or overseas team members, ensure the achievement of assigned program deliverables, as well as manage special projects as needed. The Associate DFO will work cross-functionally and collaborate closely with other leaders to ensure achievement of VSI's targeted objectives. This includes effective communication and management of people, programs, operations and financial resources. The

Associate DFO will not only help to drive high levels of team performance but will also look for ways to improve and streamline processes, create greater efficiencies, and develop each individual team member.

Specific Duties:

Strategic Leadership

- Work with VP, Operations to provide strategic direction for VSI programs.
- Motivate and push the organization to meet its commitments in projects related to women's health.
- Help to manage, maintain and strengthen partnership commitments with other organizations to help fulfill VSI's mission.
- Help to identify new projects, manage efforts to establish the viability of these new projects, and participate in startup activities.

Program & Technical Leadership

- Oversee field operations for assigned programs.
- Help to establish and maintain key relationships, including review of partner MOUs, sub-contracts, and other documents.
- Assist with developing and implementing protocols, processes and standards to support programmatic objectives.

Talent Leadership

- Provide day-to-day leadership and management of program team members and technical program leaders, including establishing clear expectations, training new and existing team members, providing ongoing coaching and feedback, selection of new team members as needed, creating systems of accountability, addressing performance concerns, and ensuring high levels of team and individual performance.
- Provide strong guidance to program team members by partnering with them to operationalize program strategies, adapting these strategies to their specific countries, and translating them into efficient tactical plans.
- Develop team members to be able to take on greater degrees of responsibility and work increasingly autonomously.
- Be seen as a trusted expert, mentor, strategic partner, and credible leader internally and externally.

Organizational Leadership

- Participate in identifying organizational capabilities and gaps, and developing plans to address them.
- Seek opportunities to continuously improve, streamline and enhance programs and processes, leading to greater efficiency, impact and results.
- Document the achievements, both targeted and additional, of the organization.
- Provide quality reporting to the board of directors and donors.

Financial Leadership

- Provide oversight and support for budget development, expense tracking and forecasting.
- Prepare reports to management, donors and the board on activities and budgets.
- Contribute to fundraising efforts for the organization.

Other duties as assigned to support overall goals of the organization.

Qualifications:

The ideal candidate will possess a commitment to improving women's reproductive health globally, and an optimum combination of skills in the areas of team leadership, strategic planning, project development, program management and medical science/technical knowledge on an international level.

Minimum required experience and/or education or equivalents include:

- Master's degree in business, public health, public policy, public/ not-for-profit management, international management or a closely related field
- 7-10 years progressive work experience including 3 years managing a team of full time employees (An alternate combination of highly relevant education and experience may be considered)
- Demonstrated program, people and project management expertise in a performance-driven organization
- Advanced knowledge of at least one second language
- Experience managing multicultural, remote and/or global teams
- Experience and comfort working in a quickly evolving, often changing work environment
- Knowledge of global health, social ventures, and social marketing
- Experience with establishing standard processes and guidelines
- Experience working closely with senior level executives, professionals and officials
- Experience designing models and spreadsheets
- Experience with writing and managing sub-contracts
- Experience developing, monitoring and managing program budgets
- Strong computer skills including word processing, email, internet, excel spreadsheets and databases
- Ability to travel internationally at least 15-20% time

Personal attributes:

- Self-motivated, results-oriented, innovative and proactive
- Excellent critical thinking and problem solving skills
- Strong capacity for self-awareness and self-improvement
- Polished financial, operations, consultation, resolution and negotiation abilities
- Excellent time management skills and attention to detail
- Ability to develop trust, partner with, influence, motivate and mobilize others
- Well-developed interpersonal skills of tact and diplomacy
- Clear and concise communication of complex ideas

Compensation:

Salary will be commensurate with experience, and includes a full benefits package.

Application Process: NO PHONE CALLS PLEASE

Please submit the following addressed to:

Attn: Human Resources, Venture Strategies Innovations
2401 E. Katella Avenue, Suite 400
Anaheim, CA 92806

Or email to mpjobs@vsinnovations.org with “**Associate DFO**” in the subject line.

1. Cover letter summarizing experience and position applying for
2. Resume

Thank you for your interest in working with VSI! Only finalists will be contacted and invited to participate in the next phase of the screening process. Position may require successful completion of a background and reference check. All such testing will be conducted in accordance with applicable state, federal and local laws.

- Venture Strategies Innovations is an ADA / EOE employer.
- Applications will be accepted until the position has been filled.
- Unfortunately, VSI cannot sponsor international candidates.