About UCP Wheels for Humanity
Founded in 1996, UCP Wheels for Humanity (UCP Wheels) increases access to mobility and improves quality of life for children and adults with physical disabilities in developing countries. UCP Wheels' goal is to make strategic investments in communities that leverage existing capacities and empower local stakeholders. Based on the needs of each region in which we work, we offer one or more of our direct-service or capacity-building programs. These include the provision of appropriately fitted wheelchairs and empowerment programs as well as advocacy and training initiatives that create sustainable, community-based systems to support long-term change. For more information, please visit UCP Wheels.

UCP Wheels is an equal opportunity employer. We value a diverse workforce and an inclusive culture. UCP Wheels encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.

Position Summary
The Programs Manager will manage the full portfolio of international projects that UCP Wheels currently operates in countries such as Indonesia, El Salvador, Ukraine, and Nicaragua. UCPW’s mission and programs focus is to promote greater inclusion for people with disabilities globally through mobility, therapy, empowerment, and advocacy via both multi-year, multi-country USAID-funded projects as well as smaller, more grassroots initiatives with growth potential. The Programs Manager will support the programs team by providing practical and clinical rehabilitation knowledge and field-based experience in addition to fostering cohesion and learning across projects. He or she will be responsible for managing program-implementation staff at UCPW headquarters and in our field offices. The Programs Manager will report to the Director of Programs and will work closely with other members of the programs team.

Responsibilities
- Manage program activities to ensure that implementation is on track programmatically and financially accordingly to donor and internal compliancy rules and regulations
- Develop and implement benchmarks and quality control measures to ensure that all rehabilitation and other technical activities are implemented in line with international standards and best practices
- Gather and analyze data across projects to synthesize learning and best practices in addition to reporting regularly to the programs team, stakeholders, and UCPW management
- Manage international program staff and headquarters program-support staff, identify headquarter and field-based staffing needs, develop job descriptions, and support (or lead) recruitment efforts
- Provide training and support to staff as needed to ensure that technical activities meet quality standards
- Coordinate clinical and technical consultants across projects to ensure timely and quality deliverables
• Author papers on rehabilitation programming and develop content based on project learning to disseminate virtually and at conferences
• Generate concept notes and contribute to technical proposal development
• Ensure timely donor and internal report submission, including reports to the Board of Directors
• Travel to project sites to ensure that project objectives are being met and that headquarters is closely connected to field operations
• Collaborate with the Grants Manager to develop the programs department budget and manage project profit and loss reports
• Develop, revise, and manage departmental policies and procedures, identifying gaps and setting benchmarks to ensure effective program implementation, communication, documentation, monitoring, learning, and reporting

Requirements:
• Bachelor’s degree/professional degree in Physical or Occupational Therapy or relevant fields such as global health
• Minimum of 5 years of project management experience involving field staff and direct programming in rehabilitation (not desk management)
• Familiarity with USAID- and other government-funded projects, including experience with reporting and budget management
• Demonstrated management experience, preferably involving the management of both program staff and technical experts
• Self-motivated and self-directed, with ability to work independently and initiate new activities
• Team-player attitude and demonstrated leadership skills
• High degree of flexibility; ability to embrace change
• Dynamic problem solver with strong attention to detail
• Ability to prioritize and multitask, including consistency in meeting deadlines
• Strong verbal and written communications skills
• Commitment to UCP Wheels’ mission and a desire to positively impact both beneficiaries and the organization’s trajectory
• Experience living and working in a developing country preferred
• Ability to travel internationally approximately 25% of time is required

Position Logistics
Location: Chatsworth, California
Deadline: Applications will be considered on a rolling basis
Compensation type: Salaried, exempt, paid semi-monthly
Benefits: Health and dental insurance, paid time off, retirement program

To Apply:
Please apply by submitting your resume, cover letter and salary requirements to careers@ucpwheels.org, with Programs Manager in the subject line. Due to the volume of replies, we ask that you do not contact the office directly.