



Vice President, Training and Capacity Development

EnCompass LLC

September 2011

Background

EnCompass is seeking experienced and qualified candidates for Vice President of Training and Capacity Development. This position is a key member of the EnCompass senior management team, providing thought leadership and innovation that contributes to EnCompass' success as a global consulting company. Principle duties include management of projects, contracts and contractual relationships with USAID, other government, international and private sector clients; engagement in business development; and staff and consultant supervision. The Vice President is also expected to conduct work in technical areas relevant to the skills brought to EnCompass. Must have experience with USAID projects/contracts.

Company Profile

EnCompass is a global consulting firm based in the Washington, DC area. Since 1999, we have worked governments, donor agencies, non-governmental agencies, and the private sector. EnCompass is a rapidly growing company that offers a range of services, including leadership and organization development, training and development, and technical assistance and evaluation. EnCompass' approach is grounded in participatory and appreciative methodologies. (To learn more about EnCompass, please visit our website at (www.encompassworld.com))

Responsibilities

- Work as a flexible member of the senior management team who can meet at-the-moment needs of the company
- Provide thought leadership and innovation
 - Bring leading edge thinking, methodologies and approaches to EnCompass' work in training, facilitation and e-learning programs
 - Collaborate with EnCompass staff and consultant teams to strengthen design of projects and proposals
 - Build networks and partnerships for innovation, especially across public and private sectors
 - Publish and present significant work in relevant journals, trade publications and at conferences
- Manage projects and contracts
 - Plan, organize, and direct a wide range of training and facilitation activities for government, United Nations, corporate and nonprofit clients
 - Establish and maintain client and prime contractor relationships
 - Allocate staff/consultant technical expertise in line with budgets
 - Submit timely reports and deliverables; ensure budget management and accountability
 - Provide technical expertise to develop and implement contracts, managing or contributing to other project teams as needed
- Contribute to business development through



- Leading and/or contributing to proposal development in collaboration with other staff and consultants
- Identifying new partners and sources of new business
- Contributing to improved proposal and business development management practices
- Manage staff and consultants
 - Supervise and support EnCompass staff assigned to training programs
 - Manage and support consultants working on relevant programs
 - Recruit new staff and consultants for proposals and new contracts
 - Review and ensure quality performance of staff and consultants
 - Work with EnCompass principals to foster appreciative work culture and foster collaboration and teamwork for knowledge sharing and learning

Qualifications

General

- A Master's or Doctoral degree in training, adult education, international development, international communication, or related field
- Minimum of 10 years senior level management experience in adult-learning, training and facilitation, working across multiple sectors and in international and domestic settings
- Extensive professional networks in the international development community
- Strong communication and interpersonal skills, writing and public speaking skills
- Experience working with a variety of international donor organizations, including USAID, World Bank, UN
- Overseas experience in developing countries
- Flexibility and ability to travel
- Ability to work sensitively in multi-cultural environments and build effective working relations with clients and colleagues

Technical

- Deep expertise in the principles of learning theories including adult learning, participatory methods, instructional design, whole systems design, e-learning and related topics
- Significant experience in a variety of training and facilitation methodologies, instructional design, needs analysis and training program evaluation
- Experience in field of international development and working with U.S. government and/or UN agencies
- Experience with e-learning tools, educational and behavior change material and other instructional products
- Experience in writing reports, analyses, proposals or other technical communications
- Skilled in word processing, database management, spreadsheets (Excel), and web-based programs
- Fluency in language(s) other than English is highly desirable

Leadership / Management

- Strong planning, organization, critical and strategic thinking and problem solving skills
- Experience in personnel management, supervision and staff evaluation



- Excellent team building and interpersonal communications skills and successful experience in managing and motivating diverse staff and consultant teams
- Demonstrated ability to prioritize and realize results
- Proven track record of managing complex training projects and large budgets

TO APPLY

Please email cover letter, salary history and requirements and resume to HR@encompassworld.com with the subject line of VP Training and Capacity Development.

EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.