

Program Administrator - The Fletcher School Tufts University

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Downloaded On: Dec. 22, 2024 3:10am

Posted Sep. 20, 2024, set to expire Feb. 2, 2025

Job Title	Program Administrator - The Fletcher School
Department	Fletcher School
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://jobs.tufts.edu/jobs/20953?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

The Fletcher School is the United States' first professional graduate school of international affairs. Since 1933 Fletcher's multi-disciplinary education in international relations, law, and business, has prepared the world's leaders to become innovative problem-solvers in government, private sector, and non-governmental organizations. The Fletcher School seeks to fulfill its mission in the most environmentally sensible way possible.

Established in 2007, the Institute for Business in the Global Context (IBGC) addresses a range of global issues affecting multinational corporations, rising national enterprises, banks and financial institutions, and consulting and academic institutions. The IBGC offers resources such as executive education, custom research, and conferences and speakers. Specific content areas of focus include Country Management in Emerging Markets, Inclusive Growth, and Innovation & Change.

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The Fletcher School Leadership Program for Financial Inclusion (FLPFI) is housed within IBGC. FLPFI is an innovative capacity building initiative for banking regulators and policymakers from emerging and frontier markets to promote and further develop their work on policy and regulation in financial services for the poor. FLPFI offers a yearly Fellowship for policymakers, in-country training opportunities, and research opportunities related to policy making for inclusive finance. FLPFI is funded largely by private grants.

What You'll Do

This is a grant funded position and is not eligible for severance pay. This is also a limited-term position with an end date of February 28, 2027, with possibility for extension with new grant funding.

The Program Administrator will have primary responsibility for execution and implementation of all aspects of the Fletcher School Leadership Program for Financial Inclusion (grant-funded executive education program) related programs and events. This position will play a key role in developing the program and codifying practices.

The Program Administrator provides specialized, subject matter knowledge to develop, implement, review and evaluate the FLPFI program in collaboration with the Director with a focus on student experience, learning and pedagogy. Participates in development of goals and strategies; creates data management and filing systems; develops, analyzes and monitors budgets, grants and contracts; and participates in development and implements marketing and advertising efforts including writing content for website and social media material. May design and represent program externally at conferences, meetings and events. Drafts research reports. May oversee recruitment and management of study subjects. May provide advice and counseling to students. Coordinates hiring and training of staff, students and temporary help.

The successful candidate will be comfortable working with in a team structure, sharing information and insights, and engaging in ongoing intellectual exchange.

The candidate must be comfortable with actors in the finance, investment and corporate sectors and with building bridges between these sectors and the academy, non-profit and government sectors.

Key responsibilities will include:

- financial management and administrative tracking of grants and project budgets;
- execution of all aspects of the Program, related events and outputs;
- collaboration with key stakeholders in program planning and project management;
- acting as liaison for project funders, advisors, speakers, participants, and other stakeholders;
- establishing appropriate systems and protocols for the growth and administration of the Program;
- sustaining long-term, relevant relationships with partners, as well as prospective funders and industry experts;
- event execution (including event-related logistics, catering, etc); supervision of student employees;
- oversight of program and project/s virtual presence (website, social media, Fletcher outlets);
- and facilitation of project publication streams.



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The Program Administrator will report to the Director. This position is a full-time, grant-Funded, exempt position.

What We're Looking For

Basic Requirements:

Bachelor's degree in related discipline and 3+ years of related experience in grants management, program management, or financial inclusion **OR** a Master's degree and 1-2 years related experience.

Preferred Qualifications:

Master's degree in in related field or discipline, and 3+ years of experience with significant experience in program management, grant management and grant writing. Foreign language skills.

Special Work Schedule Requirements:

Some international travel may be required, flexible and non-standard working hours surrounding major events are expected, particularly in the weeks of and around the spring Residency.

Pay Range

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact