



## Food Security Program Manager

### About this Job

GeoPoll, the world's largest mobile surveying platform working in the developing world, is looking for a manager to support the GeoPoll Business Development and Client Services Teams. The ideal candidate will have an interest in building and maintaining relationships with a key partner with the ability to juggle and execute on diverse tasks and responsibilities for an exciting, fast-growing, technology start-up. Position will be based in Washington, DC, Rome, Italy, Nairobi, Kenya or another location as deemed appropriate.

### Responsibilities

- Oversee the global contractual relationship with core partner, World Food Programme (WFP), based in Rome, Italy as well as Country Offices located around the world, primarily in Sub-Saharan Africa, Middle East, and/or Asia. This will include both managing active projects as well as driving expansion into new countries for the partnership.
- Think strategically to drive work with WFP in new countries to develop, grow, and expand service offerings in new markets with the ability to solve problems independently. This will include understanding WFP priorities and making visits to the field to meet with Country Offices to explain service offerings and discuss areas for potential collaboration.
- Coordinate with GeoPoll internal Mobile Network Operator (MNO) team to prioritize new countries based on WFP interest and need and determine feasibility to understand and communicate timelines in which countries can be pursued.
- Serve as the primary point of contact for WFP by maintaining regular communication, coordinating and leading weekly meetings, and following-up on action items.
- Coordinate with GeoPoll internal operations and research teams to establish project timelines, budgets, and deliverable submissions for client projects. This will also include communicating externally to WFP regarding expected project timelines, setting expectations, and submitting deliverables according to established deadlines.
- Develop documents and explain data collection methodology, data collection results, and trouble shoot when data quality issues arise.
- Prepare financial budgets for existing project extensions/modifications and new countries for new country expansion. Coordinate with subcontractor partners for pricing quotes and manage subcontractor relationships, as needed.
- Coordinate with the GeoPoll internal financial team to develop, submit, and track invoices and payments.
- Ensure contractual compliance and procurement procedures as per United Nations (UN) regulations and based on the WFP contractual requirements.
- Write and assist with creation of marketing materials, such as one-page overviews, blog posts, and success stories for work completed with WFP.

### Requirements

- Smart and passionate with the desire to work in a challenging work environment within a start-up environment.
- Demonstrate a positive, helpful demeanor with a passion and interest in mobile technology.
- Excellent attention to detail and organizational skills with the ability to follow through and execute on tasks in a pro-active, timely manner.
- Must be an independent, self-starter with the ability to take direction.
- Excellent verbal and written communication skills.
- Minimum two years of experience in a program/project coordination or management role.
- Experience with WFP or other UN agency highly preferred.



- A Bachelor's degree in business, international relations, and/or other related field is required.
- Familiarity in and with developing countries, particularly Africa, Asia, and/or Middle East preferred, and required to collaborate and work with people of different nationalities in various time zones.
- Experience with MS Word, PowerPoint, Excel required.
- Willingness to travel internationally, as required.

### **About GeoPoll and Mobile Accord**

GeoPoll is the world's largest real-time mobile survey platform, reaching a growing network of more than 200 million users in 20 countries worldwide on a deeply granular level and at unprecedented scale. Through partnerships with telecom providers and a multimodal platform powered by SMS and voice, GeoPoll enables companies and organizations to gather quick, accurate and in-depth insights on anything from preferences on consumer goods to election transparency and access to basic government services. GeoPoll is powered by Mobile Accord, the creators of the mGive mobile donation platform and experts in powering mobile insights across the globe.

To apply please email a cover letter and resume to [jobs@geopoll.com](mailto:jobs@geopoll.com) with the job title in the subject line.