

THE
CARTER CENTER



Waging Peace. Fighting Disease. Building Hope.

Associate Director Global Access to Information Atlanta, Georgia

Founded in 1982 by former U.S. President Jimmy Carter and his wife Rosalynn in partnership with Emory University, The Carter Center was created to advance peace and health worldwide. The Center, based in Atlanta, Georgia, is guided by a fundamental commitment to human rights and the alleviation of human suffering. The Center seeks to prevent and resolve conflicts, enhance freedom and democracy, and improve health. The Center, a not-for-profit organization, has helped to improve life for people in more than 80 countries by resolving conflicts; advancing democracy, human rights, and economic opportunity; preventing diseases, and improving mental health care. The Carter Center collaborates with other organizations, public or private, in carrying out its mission around the world. For additional information regarding accomplishments, leadership, governance, and current programs, please visit our website, www.cartercenter.org.

The Carter Center's Global Access to Information (ATI) Program works in partnership with governments, civil society, and international and regional bodies to improve governance and transform lives through a meaningful right of access to information.

Summary: Working under the overall supervision of the director, the associate director will support management of one or more projects within the Global Access to Information Program, including strategic direction, design and implementation, budgeting, fundraising, and public relations. Liaises with both Carter Center staff and external clients. Tasks include supporting project development, grant development, budget planning, leading and/or participating in field missions, project/initiative promotion, report production and networking. Assist the director in defining and evaluating the program's overall mission and strategy, supervise staff, interns and consultants as assigned by director.

Key Responsibilities:

1. **STRATEGIC PROGRAM MANAGEMENT:** Assist in the design, implementation and evaluation of the program's mission, strategy, and work plan. Keep abreast of latest developments in the field of access to information, transparency/accountability, good governance and human rights.
2. **PROJECT DESIGN, IMPLEMENTATION AND MANAGEMENT:** Under the overall supervision of the director, the associate director will support management of the design and implementation of projects, including conducting research, writing background analysis, identifying new opportunities within the field of transparency, accountability and access to information, working with partners in the field and/or in countries of focus, and overseeing

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implementation of project activities. This may involve high-level interaction with political leaders, senior government officials and representatives of international organizations. As needed, support management of project (s), including project grants, preparing and submitting reports to donor agencies, evaluating performance, managing field-staff, and measuring results against stated goals.

3. **DEVELOPMENT/FUNDRAISING:** Work with the director and The Carter Center development office to maintain relations with project granting agencies and to develop new funding sources. Prepare project grant application content and supporting materials, develop budgets, and carry out follow-up procedures once grants are submitted, including assuring compliance with grant requirements and reports.
4. **BUDGET MANAGEMENT:** Supervise preparation of project budgets, including annual program budgets, and financial reports to donors concerning project expenditures. Work in close consultation with other initiative and finance department staff.
5. **SUPERVISION:** Supervise staff, interns, consultants, volunteers and work-study students, as directed.
6. **PUBLICATIONS AND PUBLIC INFORMATION:** Write and edit correspondence, briefings, publicity materials and specialized reports. Contribute to the production of broader program promotion literature. During and following a project, set a schedule and work with The Center's Communications Department to oversee the production of a report on the project. Tasks can include drafting text of sections and/or chapters, rough editing, research to fill information gaps, preparation of index materials, selection of photographs and illustrations, and review of proofs.
7. **LIASING, REPRESENTATION AND SPEAKING ENGAGEMENTS:** Represent the Global Access to Information Program with both internal and external clients, including visits of dignitaries, other organizations, donors and guests, and internal committees, as directed. Attend relevant meetings, conferences, and fora on behalf of the Program; and may draft speeches/presentations.
8. **NETWORKING:** Support close working relationships with other programs of The Carter Center to ensure coordination and maximum impact as relates to specific project work and in some instances broader program work. Maintain a set of relationships, particularly in Washington D.C. and abroad, with the business community, scholars, policy professionals and others who support our work.
9. **RESEARCH:** Conduct applied research by gathering, analyzing, and evaluating information on various issues using documents, interviews and consultations, as directed.
10. **OTHER:** Perform related responsibilities as required.

Qualifications:

Minimum Qualifications:

A bachelor's degree in a field related to specified program areas. A minimum of six (6) years of program related experience, including prior work in the field of access to information, democratic development, public policy, human rights or good governance.

Preferred Qualifications:

Post-graduate degree and a minimum of seven (7) years related experience in international relations, political science, public policy, gender programming, human rights, good governance and/or law. Strong written and communication skills. Applicant should be detail-oriented, well-organized, and proactive on follow-up. A positive attitude is essential. Familiarity with NGOs and project-based fundraising and prior living/working experience abroad a plus. High level of proficiency in Spanish is preferred.

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To be considered for this position, you must apply online:

#73656BR <http://www.hr.emory.edu/eu/careers/>

The Carter Center/Emory University is an equal employment opportunity and affirmative action employer. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.