Job Description
Title: Program Manager
Reports to: COO
Location: Nairobi, Kenya

About Us
EcoZoom is a for-profit, certified B Corp that transforms lives by supplying healthy, efficient and ecofriendly goods and offering the services needed to create long-term uptake and access to them. We work to empower local workforces, economies and women while creating financially sustainable markets and continuously improve upon our product offering and the customer value we deliver by being connected to all parts of the value chain.

We believe that people of any economic status should have access to beautifully designed products that will improve their health, income, and environment.

Position Description
EcoZoom is seeking a highly motivated, organized, and experienced Program Manager to provide support to EcoZoom’s activities in Kenya. This person will lead the project team and directly manage operations, accounting, partner relationships, monitoring and evaluation, and reporting.

- Work with Operations and project team to ensure up to date work plans, assignment of tasks and project protocols.
- Lead the project team and partners to ensure activities are on time, clear assignment of tasks and quality of implementation.
- Oversee all project aspects including sales and distribution, training, marketing, budget and M&E.
- Work with Finance, Accounting and Operations to accurately track and monitor project expenses for cost effective implementation. Monitor partner expenses and provide historical financial reports and forward looking financial forecasts to the Senior Management Team.
- Manage relationships with project partners to maintain clear communication, smooth operations and strong working relationships.
- Track key program metrics to ensure that project deliverables are on track and make proposals and adjustments where necessary to keep them on track.
- Work with project team to maximize sales volume and quality of service delivered.
- Work with Communications to develop training, capacity building and marketing requirements for programs.
- Oversee evaluation of the project, input into impact analysis and develop recommendations and lessons learnt.
- Develop proposals for project scale up and funding opportunities.
Responsibilities

- Responsible for managing the project team for the quality, cost, and timeliness of performance of all work performed under the program.
- Ensure project plans and protocols are up to date and on track.
- Support the set up and management of inventory, product tracking systems, storage solutions, training and credit flow needed within the program.
- Support in the development and monitoring of accounting systems and procedures to ensure project activities are delivered on budget.
- Manage project staff to ensure effective and efficient implementation of resources.
- Travel to project sites within Kenya and occasionally within the region.
- Maintain strong working relationships and clear communication with partners.
- Proactively manage project changes, identify potential issues & devise contingency plans.
- Keep the Senior Management Team updated on project progress and develop project reports as necessary.
- Develop plans and proposals to scale up project activities.

Desired Traits

- Strong verbal and written communications skills including presentation skills;
- Fearless ability to connect with the most commanding or intimidating person in the room;
- Empathy to listen to and address concerns of the most subordinate person in the room;
- Ability to work collaboratively with employees across functions, cultures, and geographies;
- Aptitude for understanding product functions and how they can solve customers’ problems;
- Ability to convey information clearly and provide analysis as needed to help customers make buying decisions;
- Strong resolve- sales superstars handle rejection gracefully and charge on;
- Ability to have fun and be super productive at work.

The Zoommunity

EcoZoom provides an opportunity to work in a dynamic, creative, and entrepreneurial environment. We learn fast and act fast. We hire good people and trust them to get the job done. We don’t believe in micro management. We believe in vacations and think they’re critical for optimum performance. We believe in learning from others. AND we believe in continuous improvement along the journey of being start up, a social enterprise, a certified B Corp and key player in the cookstove industry.

Education and Experience

- BA/BS or equivalent.
- Proven ability to work hard and get results.
• Prior sales, presentation, customer service and project management experience.
• Experience with MS Office Suite, specifically Word, Excel, Outlook, PowerPoint and Microsoft Project.
• Demonstrable ability to mobilize communities and encourage the inclusion of marginalized groups.
• Experience with financial management including preparing and managing budgets, contracts and negotiations.
• Experience in fluid environments and flexibility to apply lessons learned from other contexts.
• Strong interpersonal skills, demonstrated ability to create and maintain effective working relationships with local partners, media, government officials, bilateral donors, as well as in-country and foreign experts.

Salary and Benefits
Commensurate with experience.

How to Apply
Highly talented and motivated candidates should send a resume and cover email to hr@ecozoomstove.com. This position closes upon finding the ideal candidate that will help us scale for maximum impact. Apply today!