



1, rue de Varembé  
PO Box 96  
CH-1211 Geneva 20 Switzerland  
  
+41 22 919 10 20  
info@icmc.net

## Director of Programs

Vacancy notice: [01/26-1]

<b>JOB TITLE</b>	Director of Programs
<b>LOCATION</b>	Remote*
<b>ORGANIZATIONAL UNIT</b>	Program Department
<b>TYPE OF CONTRACT</b>	Full time
<b>STARTING DATE</b>	April 15, 2026
<b>CLOSING DATE FOR APPLICATIONS</b>	February 16, 2026, 1700 CET

\* Note: ICMC can only hire citizens of - or those independently, legally authorized to work in - countries where ICMC has a legal presence. As of this posting those include Switzerland, the United States, Belgium, Greece, and Turkey. ICMC does not provide work visas.

### ABOUT ICMC

The [International Catholic Migration Commission](#) (ICMC) is an international non-governmental organization whose mission is to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants – regardless of faith, race, ethnicity or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations aim to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, and migration and development.

### SCOPE OF WORK

Under the guidance and supervision of the Secretary General of ICMC and as a member of ICMC's Executive Leadership Team, the Director of Programs provides leadership, and management of ICMC's global programming to ensure that high-quality programs serving uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants are successfully implemented. The Director of Programs will ensure that ICMC delivers high-quality programming in coordination with its donors, Church members and other key stakeholders, continuously working toward intentional programming, efficiency in implementation, and impact. The Director of Programs will also oversee business development to ensure growth in ICMC's portfolio. This position will supervise program staff.

### RESPONSIBILITIES

#### Program Management, Design and Delivery

- Ensure ICMC's global program strategy, design, integration, and delivery are in line with the ICMC's strategic direction and Church mission, in coordination with the Secretary General and ICMC Executive Leadership Team.
- Oversee ICMC programs funded by institutional donors including EU and UNHCR, select Catholic foundations, and other donors, ensuring ICMC's work is in line with humanitarian standards and human rights principles,
- Oversee ICMC field offices in Greece and Turkey.
- Oversee project design using project management standards and appropriate MEAL methodologies; coordinate activities to encourage integration and efficient implementation.
- Manage program-related accountability, MEAL, learning, and adaptive management systems and promote learning and knowledge management.
- Monitor program performance, risks, and delivery constraints.
- Coordinate with other department leads to ensure sound budgeting and responsible stewardship of project resources.

#### Business Development (BD)

- Lead the technical design and programmatic feasibility of new proposals for institutional donors in coordination with Director of Operations and Finance.
- Manage business development staff or consultants responsible for technical proposal development.
- Work with fundraising department staff to coordinate BD opportunities; oversee the full business development cycle for institutional donors to ensure high-quality proposals.

#### Team Management and Supervision

- Supervise Program Managers, support staff well-being and professional development, conduct performance reviews, contribute to staffing plans, and support recruitment of senior project staff.
- Create a safe learning environment, encourage knowledge sharing, and rapidly identify and address performance gaps.

#### Relationship Management

- Ensure opportunities for capacity strengthening of Church partners in project management, implementation, and business development to support efficient, responsive programming.
- Support church partners in designing programs tailored to community needs and local contexts.
- Identify, assess, and strengthen strategic partnerships using appropriate tools and approaches.
- Build and maintain strong relationships with institutional, faith-based, and public donors
- Serve as the primary Program focal point for donor engagement on strategy, performance and learning, in coordination with the Secretary General and Director of Operations and Finance.

#### Key Working Relationships:

- Reports to: ICMC Secretary General
- Internal: Fundraising/Communications, Operations, Finance, Program Managers, Consultants
- External: institutional and private donor representatives, relevant Church member representatives, peer organizations.

## REQUIREMENTS

- Master's degree in international development, International Relations or relevant field (or equivalent work experience)
- Minimum of eight years of relevant field-based program management, at least four years of senior management experience.
- Experience in program management for projects funded by institutional, private and other donors, including design, budget development, expenditure tracking, MEAL, reporting, etc.

- Experience with team leadership including staff management and supervision, mentoring, and team building.
- Proven experience in new business development including proposal development and capturing appropriate new opportunities with institutional and/or private donors.
- Experience in creating and maintaining strategic alliances, including partner relationship management and capacity strengthening, particularly within the Church (including local Church partners).
- Required Languages – English. Fluency in a second language (Arabic, French, Italian, or Spanish) is a big plus.
- Travel – willing and able to travel up to 10% (international).

#### Knowledge, Skills and Abilities

- Demonstrates strong strategic, analytical, and systems thinking with the ability to see the big picture, exercise sound judgment, communicate clearly, and make effective decisions in complex environments.
- Builds strong relationships across internal and external stakeholders at all levels; proactive, resourceful, solutions- and results-oriented, with excellent English writing skills.
- Experience using MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information and budget management systems, and knowledge sharing networks.
- Demonstrates personal accountability, acts with integrity aligned to organizational values, builds trust through consistent actions, collaborates effectively across diverse teams, and remains open to continuous learning.
- Leads change through agility and innovation, develops and recognizes others to strengthen team performance, and applies a strategic mindset to translate and execute organizational priorities.

#### HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages, a motivation letter, at least two professional references with their full contact details, of whom one must be the last or current supervisor, and a completed [reference check consent form](#) via email to [recruitment@icmc.net](mailto:recruitment@icmc.net) .

For the Vacancy Notice [01/26-1], the applicant's full name must be quoted in the email subject line.

The closing date for receiving applications is **February 16, 2026, 1700 CET**.

**Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.**

**Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.**

**ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.**

**By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be treated with strict confidentiality and will be used for recruitment purposes only. You agree that your data may be shared with staff of donors funding the position, if any. You have the right to withdraw that consent by writing to [recruitment@icmc.net](mailto:recruitment@icmc.net) at any time.**

**ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuse and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. By submitting your application, you declare your consent for ICMC to request, and your former employers to disclose, details concerning misconduct.**