

We are Hiring!

Join our team as an Adaptive Management Specialist

Position Overview

Acute Incite, LLC is a SBA-Certified Small Business established in 2018 and recognized by USAID and other international development funders for expertise in Collaborating, Learning and Adapting (CLA), stakeholder facilitation, systematic program learning, and adaptive management. We work across sectors to empower collaborative and impactful leaders, teams, and organizations by strengthening their people, processes, and platforms.

Acute Incite is seeking an Adaptive Management (AM) Specialist to join our collaborative, innovative and experienced CLA team. While working on a portfolio of work spanning across clients and internal work, the AM Specialist will be principally dedicated to USAID's Bureau for Humanitarian Assistance (BHA)-funded [Implementer-Led Design, Evidence, Analysis and Learning \(IDEAL\)](#) activity. IDEAL addresses knowledge and capacity gaps expressed by the food and nutrition security implementing community, supporting them in the design and implementation of effective emergency and non-emergency food security activities. The AM Specialist will work on additional client contracts as assigned and contribute to Acute Incite's thought leadership and internal CLA practices.

Job Description

IDEAL ACTIVITY

- Facilitate implementer-led learning on AM/CLA across BHA-funded emergency and non-emergency food security activities globally.
- Collaboratively design AM/CLA tools, templates and trainings to meet BHA implementing partners self-identified needs.
- Support the Strategic Learning and Knowledge Sharing peer community which includes AM/CLA leads across BHA activities.
- Develop communication materials and activities to showcase implementer-designed AM/CLA resources & help curate the FSN Network Adaptive Management Collection.
- As needed, design, facilitate and support knowledge sharing events

ADDITIONAL CONTRACTS

- Provide AM, organizational learning and change management support to current and future client engagements.
- As needed, serve as activity manager for specific client work, which includes regular client check-ins, requires the ability to manage tasks and others, and facilitate key informant interviews, focus group discussions and/or meetings.

THOUGHT LEADERSHIP & INTERNAL LEARNING

- Support the Acute Incite-led CLA Community of Practice on LinkedIn, including facilitating group sessions, promoting peer-sharing and sharing content.
- Support internal brainstorming and design sessions on approaches on learning for projects and events.
- Participating in speaking opportunities to showcase Acute Incite's work.
- Lead internal adaptive management processes for Acute Incite, such as monthly Reflection Friday sessions.
- Support communications collateral around Acute Incite's work.

- Support business development needs to present adaptive management approaches.
- Other duties as assigned.

Qualifications

MINIMUM REQUIREMENTS:

- Bachelor's degree with minimum of 5 years OR a Master's degree with a minimum of 3 years relevant experience supporting USAID and/or implementing partners.
- Experience designing and implementing adaptive management approaches for USAID implementing partners and/or staff.
- Excellent written and oral communication skills.
- Strong virtual and in-person facilitation and production skills, and familiarity with online tools for virtual facilitation (e.g., Miro, AHA slides, Mentimeter, Zoom, etc.).
- Ability to manage disparate tasks with significant autonomy.
- Familiarity with Microsoft Office products, including Teams and Word.
- A team player with the ability to learn quickly with minimal guidance.
- Creative and collaborative work style.
- Superior organizational skills.

PREFERRED QUALIFICATIONS:

- Experience implementing and/or supporting food security programming.
- Familiarity with adult learning techniques and course design.
- Ability to produce written and visual communications products such as blogs, social media content, and visuals for tools and templates.
- Demonstrated skills facilitating peer-to-peer learning (e.g., peer communities, knowledge sharing events).
- Experience working internationally.

Compensation & Benefits

Acute Incite offers competitive salary and comprehensive benefits packages for full-time personnel. For contract and/or short-term employees, we will develop a tailored and competitive compensation package. Acute Incite benefits for full-time personnel include: a generous leave package, full health, dental, and vision insurance, corporate 401k with company matching, and short- and long-term disability insurance. We also offer flexible work schedules based on client requirements, and we invest in our colleagues' professional development.

Only those applicants who meet the above criteria will be contacted for interview.

Acute Incite is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, sex, national origin, religion, pregnancy, disability, age, genetic information, military service, veteran status, ethnicity, citizenship, sexual orientation, gender identity, marital status, childbirth and related medical conditions, including lactation, or any other protected class under applicable law.

Application Instructions

To apply, please send your CV and cover letter to recruitment@acuteincite.com.