

(This search ended in April, 2002, with the appointment of Amy Coughenour, deputy director of the Americas Program at the Center for Strategic and International Studies (CSIS) in Washington, DC.)

---

**Job Announcement**  
**Pan American Development Foundation**  
**Deputy Director**  
(Posted: February 26, 2002)

The Pan American Development Foundation in Washington, D.C. has retained Slesinger Management Services to recruit a first-rate manager and leader to serve as deputy director. This is an exceptional opportunity for an individual to assume significant responsibility managing important operations of an organization involved in international development and disaster relief in Latin America and the Caribbean. Applications will be accepted until the job is filled.

**The Organization**

The Pan American Development Foundation (PADF), a nonprofit organization affiliated with the Organization of American States, assists low-income people and disaster victims in Latin America and the Caribbean. It does this by developing partnerships with international agencies, corporations, and private donors, as well as with non-governmental organizations (NGOs) and municipal governments in the region, to carry out projects for employment generation, agriculture and small business development, health services, community development, and skills training. PADF also manages a large in-kind donation program of medical equipment, vocational training tools, and other items that are provided to NGOs and municipalities throughout the region, and it provides emergency relief to victims of natural disasters and humanitarian crises.

Founded in 1962 as an initiative of the Organization of American States (OAS) and the private sector, PADF has a staff of 15 at its headquarters in Washington, D.C., plus approximately 150 people carrying out development projects in the region, primarily in Haiti and Colombia. The operating budget for PADF in 2002 is \$19 million, provided through project funding from the U.S. Agency for International Development (USAID) and corporate and private donors such as Citibank, Texaco-Chevron, Philip Morris, Lockheed Martin, Compaq, and various Latin American corporations. PADF works closely with the Association of American Chambers of Commerce in Latin America (AACCLA) and its member Chambers, plus OAS staff and field offices.

PADF has grown rapidly over the past two years under the leadership of a new board and senior management team. The current executive director is John Sanbrailo, who was appointed in October, 1999. Prior to joining PADF, Mr. Sanbrailo was a senior foreign service officer with USAID, where he was Mission Director in Ecuador, Peru, Honduras, and El Salvador. He was also senior advisor to Latin American governments and NGOs, and a consultant to the Inter-American Development Bank and other international agencies.

PADF is governed by a board of directors composed of retired senior diplomats, international agency officials, and prominent corporate and private sector leaders from the United States, Canada, Latin America, and the Caribbean. The board currently includes 25 members, most of whom joined the Foundation over the past two years. The board president is Alexander Watson, a former Assistant Secretary of State for Inter-American Affairs, U.S. Ambassador, and senior official at The Nature Conservancy. For more information about the Pan American Development Foundation, go to <http://www.padf.org>.

### **The Position and its Principal Responsibilities**

The deputy director, who reports to the executive director, has multiple, broad management responsibilities covering the entire range of PADF activities. Working closely with the executive director and senior management team, the deputy director will be responsible for day-to-day management of headquarters. The deputy will also have significant fundraising and board development responsibilities.

Key responsibilities include:

1. Providing day-to-day management to ensure that PADF programs and systems are operating effectively and efficiently and support the continual growth of the organization. PADF plans to double revenue over the next five years by expanding the number of projects funded by international agencies, increased fundraising, more in-kind donations, and new corporate partnerships.
2. Developing and implementing strategies to increase and diversify financial support from corporations, foundations, and other private donors, and develop new business partnerships that facilitate corporate social investing in Latin America and the Caribbean. The deputy director will help prepare and edit project proposals that can generate increased funding for PADF.
3. Working closely with the board of directors and its committees to ensure that board members are engaged in Foundation activities and contribute to PADF's organizational goals, especially fundraising and the creation of corporate partnerships. The deputy director will manage preparations for the semi-annual board meetings, executive committee meetings, and other board committee meetings.
4. Assisting the new head of PADF's in-kind program to increase donations of medical equipment, vocational training tools and supplies, and other items that support the Foundation's development and disaster assistance objectives.
5. Managing production of PADF's annual reports and other publications, and further developing the Foundation's website so it better supports outreach to key groups such as corporations, private donors, and Hispanic organizations in the United States, and NGOs, municipalities, and the private sector in Latin America.
6. Developing and implementing strategies for better orienting U.S. Hispanic groups to the Foundation and engaging them in development and disaster assistance in the region.
7. Assisting the Executive Director in supervising PADF headquarters and field staff, and directly overseeing the Foundation's Finance and Administration Department and In-Kind Equipment Donations Department.

### **Desired Skills and Characteristics**

The ideal deputy director should be:

1. Genuinely interested in the work of PADF and supportive of its mission.
2. A skilled manager, capable of implementing ideas and strategies quickly and effectively.
3. Familiar with board-staff dynamics, and deeply interested in devising the best ways to most effectively engage board members.
4. Capable of taking a lead role in raising money and in-kind donations from corporations and other private donors, including creating partnerships with corporations that meet with the donors' and PADF's goals.
5. Knowledgeable in the key areas to be supervised, including proposal preparation, program implementation, fundraising, financial management, information technology, human resource management, and office management.
6. Capable of developing, motivating, and supervising senior staff who have highly specialized knowledge of their areas of responsibility.
7. A superb communicator, both in writing and orally.
8. Fluent in both English and Spanish, and comfortable working in a multicultural setting.
9. Ability to travel occasionally, both domestically and internationally. It is anticipated that the deputy director would be away 4-8 days every two months.
10. A person with sufficient maturity, confidence, and presence to be able to work effectively with board members, senior-level diplomats, and others who come from significant leadership positions throughout the hemisphere.
11. Collegial. The deputy director must have a personality and work style that ensures that the internal atmosphere will be open and collaborative.

### **Desired Experience**

The ideal deputy director will have the following experience:

1. At least 5 years of experience in Latin American social and economic development.
2. At least 5 years of broad-based senior management experience at an organization with a headquarters staff of at least 15 people. A successful track record with an NGO is highly desirable, but not required.
3. A proven track record in fundraising from corporations, foundations, and other donors.
4. Experience interacting with people from multiple countries and cultures as a result of significant work, study, residency, or travel in Latin America and the Caribbean.

### **Compensation**

Salary will be commensurate with experience and qualifications. The foundation offers a generous benefits package.

**To Apply**

Please **e-mail or mail**: 1) cover letter, 2) resume, 3) email address, and 4) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger  
Slesinger Management Services  
5016 Westpath Terrace  
Bethesda, MD 20816  
Tel.: 301-320-0680  
E-mail: [Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com)  
(attached files only in Microsoft Word or PDF)

(This job announcement can also be found at <http://www.SlesingerManagement.com>.)

The Pan American Development Foundation is an Equal Opportunity Employer.