



Senior Organizational Development (OD) Specialist

 Job Location

Maryland, United States

 Experience (in Years)

12

 Job Type

Full Time Staff

[Job Description](#)

Position Description

EnCompass LLC seeks a **Senior Organizational Development (OD) Specialist**. The Senior Organizational Development (OD) Specialist leads, manages, designs, facilitates and evaluates organizational development interventions for the Designing Effective Evidence-based Engagement and Learning for Organizational Performance (DEVELOP) project. DEVELOP aims to strengthen the capacity of USAID's Center for Education and other operating units in USAID's Bureau for Development, Democracy and Innovation (DDI) to lead in their respective sectors for sustainable and inclusive organization change. As the technical expert and OD workstream lead, the Senior OD Specialist works closely with the Deputy Director and USAID stakeholders to co-create processes, tools, and structures that enhance organizational effectiveness.

The Senior OD Specialist is a skilled project manager and facilitator capable of serving as client-facing point of contact for on-demand activities as well as designing/delivering Professional Development (PD) offerings as needed. The candidate may work onsite in our Rockville, MD office or have a hybrid working arrangement but should be located in the Washington, DC area. **Must be legally authorized to work in the US for any employer without sponsorship.**

Position Duties and Responsibilities

Essential functions:

- Designs, delivers, and evaluates organizational development (OD) activities including but not limited to strategic planning, assessments, management and leadership coaching, team building, retreats, change management, co-creation workshops, and facilitation of learning and other events
- Works with the Deputy Director and USAID client groups to conceptualize, assess, design, and implement change based on identified needs
- Brings creative, leading-edge thinking, methodologies and approaches to a range of organizational development, coaching, training, learning and leadership development programs
- Prepare facilitation designs and leads face-to-face, virtually, and/or hybrid workshops and retreats in an engaging, participative, and collaborative manner
- Leads collaborative processes for conducting staff and stakeholder engagement
- Effectively communicates progress on complex organizational development project deliverables to clients, team members, and other stakeholders in a clear and concise manner
- Ensures integration of Diversity, Equity, and Inclusion (DEI), gender equality, and social inclusion lenses in all OD interventions
- Implements OD-related monitoring and reporting activities that inform MEL and CLA processes and project reports in ways that demonstrate progress against project results.
- Collaborates with, and provides technical support to, activity teams across the project that result in greater integration and complementarity of efforts
- Develops best practices to improve organizational performance and effectiveness, as well as systems to integrate the lessons across project workstreams

Management:

- Manages organizational development projects from design to implementation to evaluation, including scope, budget, timeline, and quality assurance for assigned activities
- Manages activities, including engagement with clients, and members of the DEVELOP core and extended teams

Other:

- Engages fully as a member of the EnCompass staff team, including participating in staff meetings and other EnCompass events, and providing support to other team members as needed
- Other duties as assigned

Position Requirements*Qualifications*

- Minimum of a Master's degree and ten years of experience, Bachelor's degree and twelve years of experience, or an Associate's degree and fourteen years of experience in organizational development, education, curriculum design, international development or related field
- Degree in Organizational Development, Management, Leadership Development, Education, Curriculum Design, Communications, International Development or other related fields.
- Expertise in leading-edge thinking, methodologies and approaches in organizational development, leadership development, and coaching programs, including leadership assessments (360s, MBTI, StrengthsFinder, DISC, and/or other assessments)- qualification preferred
- Ability to work in a language other than English (strongly preferred)

Experience

- Experience successfully designing and facilitating engaging and effective organizational development interventions employing foundational and cutting-edge approaches to meet the needs of the client group.
- Experience successfully leading and implementing high visibility projects, in a complex environment with multiple tasks from ideation through implementation.
- Extensive knowledge of the field of organizational development, including state-of-the-art diagnostic methodologies with a proven ability to analyze and use various forms of data.
- Proven experience identifying and framing needs and opportunities, setting priorities, making critical assessments and identifying creative solutions

Skills

- Strong planning, organization, critical and strategic thinking and problem-solving skills
- An appetite for learning, curiosity, and a willingness to experiment in new ways of working, including sensing, ideating, prototyping, implementing, evaluating, and communicating.
- Committed to providing the highest level of service while challenging the status quo through organizational development interventions.
- Exceptional presentation, communication (verbal and written), facilitation, and consensus-building skills.
- Knowledge of Appreciative Inquiry and ability to apply it in designs, client engagement, and all professional processes preferred
- Adaptive, collaborative, complexity-oriented, and strengths-based leadership style, including cultivating peer to peer learning so that capabilities are shared across the team.
- Ability to bring a Diversity, Equity, and Inclusion lens to all designs and deliveries
- Ability to bring a gender equality and social inclusion lens to all designs and deliveries
- Able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate
- Committed to providing the highest level of service

How to Apply

Please submit CV, cover letter, and recent work sample

EnCompass LLC is a progressive Equal Opportunity Employer. We promote, celebrate, and support a diverse and inclusive organizational culture and workforce. We are committed to providing all of our employees with an environment free from discrimination and harassment, where all are treated with

workforce. We are committed to providing all of our employees with an environment free from discrimination and harassment, where all are treated with dignity and respect. We do not tolerate, and explicitly prohibit, discrimination or harassment of any kind, at any time, in all aspects of employment. This includes recruitment, hiring, promotions, disciplinary measures, terminations, compensation, benefits, social and recreational programs, and training. EnCompass also does not tolerate retaliation against individuals who report discrimination or harassment. Our continuing commitment to the principle of Equal Opportunity Employment for all means all employment decisions are based only on the job requirements, the candidate's qualifications, and the needs of EnCompass as a business—not on race, color, ethnicity, national origin, religion, belief, sex (including pregnancy and related medical conditions), gender identity or expression, sexual orientation, age, disability status, veteran status, genetic information, HIV status, family/marital/parental status, or any other status protected by the laws and regulations in the jurisdictions where we work.

For US based positions: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

If you require accommodations in line with the Americans with Disabilities Act to complete your application, please call 301-287-8700, provide your contact information and a description of your accessibility issue. We will make a determination on your request for reasonable accommodation on a case-by-case-basis, and we will call you back within approximately 3 business days.

EEO is the Law (https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf) & EEO is the Law Supplement (https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_QA_508c.pdf), Pay Transparency Nondiscrimination Provision (https://www.dol.gov/sites/dolgov/files/ofccp/pdf/pay-transp_%20English_formattedESQA508c.pdf).

VEVRA Notice (<https://encompassworld.com/wp-content/uploads/2021/07/EnCompass-VEVRA-notice-to-applicants.pdf>).

Job Requirements

USAID, International development

About Company

Founded in 1999, EnCompass LLC is an international consulting firm dedicated to using evidence, engagement, and learning to help organizations harness their strengths and diversity in support of sustainable development. The company offers customized solutions for leadership, capacity strengthening, technical assistance, and monitoring and evaluation. With experience in more than 70 countries, a team of more than 250 staff, and a network of more than eight thousand consultants, EnCompass seeks to transform the lives of people and organizations by offering services that bring about positive change. Clients include government and multilateral agencies, nonprofit organizations, and corporations around the world.

Known for its collaborative, strengths-based approaches and whole-systems perspectives, EnCompass offers thought leadership, diversity, and technical expertise in support of improved outcomes in agriculture and food security; climate change and the environment; democracy, rights, and governance; education; gender and inclusive development; global health; and water security, sanitation, and hygiene.

EnCompass is headquartered just outside of Washington, D.C. and currently has offices in Jordan, Lebanon, Peru, Senegal, and Ukraine. The company maintains full-time staff in Armenia, Benin, Germany, Great Britain, Lesotho, and Uganda, as well.

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