



## Program Delivery Associate, AIM for Scale

The University of Notre Dame's Keough School of Global Affairs is looking for outstanding candidates for the **Program Delivery Associate** position supporting its AIM for Scale program.

### About the Organization

The **Keough School of Global Affairs** is a leading academic institution dedicated to addressing the world's most pressing global challenges through research, teaching, and policy engagement. Home to a diverse community of scholars and practitioners, the school integrates rigorous interdisciplinary scholarship with a strong commitment to human dignity, ethical leadership, and real-world impact.

The **Agricultural Innovation Mechanism for Scale** ([AIM for Scale](#)) is an initiative that works with governments, multilateral development banks, and research partners to scale evidence-based agricultural innovations, with the objective of reaching millions of farmers. Supported by the Gates Foundation and the United Arab Emirates, and co-hosted by the Keough School and New York University Abu Dhabi, AIM for Scale brings together cutting-edge research, implementation expertise, and policy engagement to accelerate the adoption and scaling of proven innovations and strengthen national systems for long-term sustainability. Through country partnerships across Africa, Asia, and Latin America, AIM for Scale stewards the design and implementation of large-scale investments that improve productivity, resilience, and livelihoods for millions of smallholder farmers.

### Responsibilities

Reporting to the AIM for Scale Director, the **Program Delivery Associate** will support the management of AIM for Scale operations; monitor project milestones and deliverables for regular reporting to the Executive Director and funders; and coordinate with the Secretariat team to help manage country-level activities and partnerships.

**50% - Coordinate and Implement Country-Level Activities.** This position will support the Secretariat team in coordinating and implementing AIM for Scale's work with government and partner institutions across countries. This includes drafting communication with implementing agencies, managing documentation and follow-up from missions and technical workshops, and ensuring timely progress on agreed activities. The Associate will organize partner consultations, track opportunities for engagement, help draft work plans, and work with Secretariat members to ensure that deliverables are completed in a timely manner.

**40% - AIM for Scale Project Management.** This position will work closely with the AIM for Scale Director to oversee daily operations. This includes managing work plans and budgets—in coordination with the Associate Director of Finance—, supporting the



development of new funding proposals, and ensuring that activities across streams are well aligned with strategic priorities. The role will also involve coordinating across Secretariat members to maintain consistency in communications, deliverables, and timelines, helping to ensure smooth execution of AIM for Scale's programs.

**10% - Monitor Milestones and Project Outcomes.** The Program Delivery Associate will help track progress toward agreed milestones and project deliverables, compiling updates and outcomes for regular reporting to the Executive Director and funders. This will include maintaining internal monitoring tools, coordinating inputs from Secretariat members, and contributing to the preparation of progress summaries, donor reports, and other documentation that capture AIM for Scale's achievements and lessons learned.

## Degree

- Bachelor's degree in Economics, Public Policy, Sustainable Development, Data Analytics or related discipline

## Experience

- 2-3 years of relevant work experience
- Prior experience in international development and agriculture policy

## Qualifications

- Strong organizational, multitasking, and time-management skills, with attention to detail
- Ability to track multiple workstreams, set priorities, and meet deadlines in fast-paced environments
- High degree of flexibility, independence, and self-motivation, while remaining in close coordination with other members of the team
- Familiarity with international development policy processes, agricultural innovation, or climate-related initiatives preferred
- Prior experience with development economics research and/or public policy in developing countries
- Familiarity with randomized evaluations (preferred)
- Excellent interpersonal and communication skills to coordinate effectively with government counterparts, international organizations, and research partners
- Capacity to synthesize technical inputs and prepare clear, concise summaries for different audiences
- Experience with budgeting, procurement, and grant management processes (preferably within donor-funded programs)
- Strong English communication and writing skills
- Ability to speak another UN language preferred



## Working Conditions

- Hybrid or US-based remote work
- Some domestic and international travel will be required, often on short notice
- Must have valid authorization to work in the United States
- This is a limited-term, grant-funded position expected to run through December 31, 2027

## Application Instructions

Please share the following documents Imara Salas, AIM for Scale Secretariat Director at [isalasco@nd.edu](mailto:isalasco@nd.edu):

- Resume/CV (required)
- Cover Letter (required)
- References Contact Information (3) (required)