



The WE United Project (WE United) is a women-led non-profit organization that works to empower women and girls in Nepal by creating safe spaces to impart leadership training, life skills development and team building through dynamic sport-based activities. WE United is registered in Nepal as a not for profit entity under the Social Welfare Council (SWC) and as a 501(c)(3) organization in the United States. WE United aims to level the playing field and liberate the potential of every girl and woman through the power of sport. WE United is centered on principles of women's empowerment, equality and developing agency and equitable access to sports for all women and girls.

WE United was co-founded by Anne McGuinness and Amanda Cats-Baril who shared a passion for football and recognized the impact that sport had on their personal and professional lives. Since its founding in 2014, the WE United family has expanded to include a wide network of female players and coaches; referees; volunteers; and local businesses that support women's empowerment.

WE United was founded on the belief that sport enables women and girls to develop social networks, physical strength, self-belief, and the confidence to fully participate in any sphere of life they choose. We believe participation in sport changes how women view themselves and how others view women; therefore, contributing to a broader agenda of women's empowerment and equality.

WE United works across four impact areas:

1. WEcoach, to empower women leaders as coaches through our flagship and dynamic curriculum that helps coaches build leadership skills but also provides them with the resources to find and coach their own girls' team
2. WEplay, to create safe spaces for play at all levels through tournaments, leagues and regular training sessions
3. WEchallenge, to challenge gender stereotypes and norms through collecting and sharing statistics and research that counter prevalent stereotypes
4. WEconnect to build local and global communities of support through the development of networks and platforms to bring people together

WE United works tirelessly towards ensuring more girls and women have opportunities to exercise their right to play in safe spaces. Through our four key impact areas (#WEcoach, #WEplay, #WEchallenge, and #WEconnect), we seek to transform sport into a more inclusive and equitable space and also to challenge and inspire communities and other stakeholders to re-imagine the possibilities of women in sports -- how women can change sports, and be changed by them. Learn more at <https://theweunitedproject.com/>

Position: Program Manager

Location: Kathmandu, Nepal

Position Type: Full-time

Reports to: Executive Director

Contract: Full-time, one-year contract with a three-month probation period, renewable based on performance and funding.

Application Deadline: July 17, 2026

A. Purpose of the Role

The Program Manager is responsible for the overall leadership, planning, coordination, and execution of all WE United programs. The role ensures alignment with the organization's mission to level the playing field and liberate the potential of every girl and woman through the power of sport, while maintaining high standards in program quality, safeguarding, partnerships, and visibility. The Program Manager serves as the operational lead for program delivery, supporting staff, coaches, volunteers, and partners to ensure high-quality experiences for girls and young women across Nepal.

B. Key Responsibilities

a. Drive the Strategic Direction, Growth, and Long-Term Impact of WE United's Programs

- i. Collaborate with the Executive Director to define program priorities, develop annual and long-term program strategies, and identify opportunities to strengthen and expand WE United's impact across Nepal.
- ii. Develop annual, quarterly, and monthly program plans and ensure activities are delivered according to agreed timelines and targets.
- iii. Design and improve program models, training approaches, and participant experiences based on learning and feedback.
- iv. Develop program budgets, implementation plans, and operational workplans for all major projects and initiatives.
- v. Identify opportunities to expand programs into new communities, schools, and districts.
- vi. Lead regular program review and reflection processes to assess effectiveness and identify improvements.
- vii. Ensure all programs align with WE United's mission, values, safeguarding standards, and organizational priorities.

b. Oversee the Effective Coordination, Delivery, and Operational Management of All WE United Programs and Events

- i. Oversee the day-to-day implementation of all WE United programs, trainings, workshops, tournaments, events, and community activities.
- ii. Develop detailed implementation schedules and coordinate logistics, procurement, transportation, venues, equipment, accommodation, and event management requirements.
- iii. Supervise and support the Program Officer in program administration, logistics, procurement, scheduling, and coordination.
- iv. Coordinate closely with coaches, mentors, facilitators, consultants, volunteers, schools, and community partners to ensure smooth program delivery.
- v. Ensure program activities are delivered on time, within budget, and according to agreed quality standards.

- vi. Maintain accurate program records, participant databases, attendance records, inventories, and operational documentation.
 - vii. Establish and improve systems, processes, and tools that strengthen program efficiency and effectiveness.
- c. Support and Supervise Coaches, Facilitators, and Program Staff to Ensure Safe, Inclusive, and High-Quality Program Delivery**
- i. Mentor, and provide ongoing support to coaches, facilitators, volunteers, and program staff involved in WE United programs.
 - ii. Conduct regular check-ins, performance reviews, and coaching support sessions to strengthen program delivery and staff development.
 - iii. Support coaches to effectively facilitate football, leadership, life skills, and gender equality sessions using WE United curricula and methodologies.
 - iv. Ensure all staff, coaches, and volunteers understand and comply with WE United's safeguarding, child protection, gender equality, and inclusion policies.
 - v. Monitor program quality through field visits, observations, participant feedback, and regular assessments to ensure consistent and impactful participant experiences in collaboration with Learning, Partnerships and Impact Manager.
 - vi. Identify and address operational, safeguarding, and programmatic risks, while prioritizing the safety, well-being, and welfare of all participants.
 - vii. Foster a positive, inclusive, collaborative, and learning-oriented culture across all program locations.
- d. Build and Manage Strategic Partnerships, Donor and Sponsor Relationships, and Fundraising Opportunities to Strengthen Program Impact and Sustainability**
- i. Build and maintain strong relationships with schools, community organizations, sponsors, donors, corporate partners, and other stakeholders.
 - ii. Identify and pursue opportunities for new partnerships, collaborations, and program expansion.
 - iii. Support fundraising efforts by contributing to proposal development, concept notes, budgets, donor reports, and presentations.
 - iv. Lead and seek sponsorships and sponsor-management for specific programs and support sponsor engagement during programs.
 - v. Draft and manage partnership agreements, Memorandums of Understanding (MOUs), and stakeholder communications.
 - vi. Represent WE United at meetings, conferences, workshops, networking events, and public engagements.
- e. Lead WE United's Program Communications, Storytelling, and Visibility Efforts to Strengthen Engagement and Brand Presence**
- i. Manage and regularly update WE United's website in collaboration with the Executive Director and social media platforms with support from Program Officer.
 - ii. Lead to create engaging content to strengthen WE United's online visibility and public presence.
 - iii. Support the development of newsletters, social media content, website updates, and promotional materials.
 - iv. Ensure consistent branding, messaging, and communication standards across all programs and events.
 - v. Contribute content and impact stories for donor communications, fundraising campaigns, and annual reports.

f. Support Monitoring, Evaluation, Learning, and Reporting Processes to Measure and Strengthen Program Impact

- i. Develop and maintain systems to track participant engagement, program outcomes, and impact indicators in collaboration with the Learning, Partnerships and Impact Manager.
- ii. Ensure accurate and timely documentation of activities, outputs, outcomes, and lessons learned during all programs.
- iii. Prepare donor reports, progress reports, case studies, impact summaries, and organizational updates.
- iv. Lead reflection and learning sessions with staff, coaches, and partners to strengthen program quality.
- v. Document and share participant stories, testimonials, success stories, and key program achievements.

C. Qualifications, Experience & Competencies

a. Education

- i. Bachelor's degree in Development Studies, Social Work, Education, Management, Sports Management, Gender Studies, International Development, or a related field. A Master's degree is an advantage but not required.

b. Experience

- i. At least 2–4 years of relevant professional experience managing development, education, youth, gender, sports for development, or community-based programs.
- ii. Demonstrated experience planning, coordinating, and implementing multi-stakeholder projects from design to completion.
- iii. Experience supervising and mentoring staff, coaches, facilitators, volunteers, or community leaders.
- iv. Experience working with NGOs, social enterprises, grassroots organizations, or donor-funded projects is highly desirable.
- v. Experience developing partnerships with schools, local governments, community organizations, donors, sponsors, or corporate partners.
- vi. Experience preparing donor reports, proposals, budgets, and project documentation is an asset.
- vii. Experience organizing training, workshops, tournaments, events, or community outreach activities.
- viii. Previous experience in communications, storytelling, social media, or website management is an advantage.
- ix. Experience working with girls, young people, gender equality, safeguarding, or sport for development programs is strongly preferred.

c. Knowledge & Skills

- i. Strong project and program management skills, with the ability to manage multiple priorities simultaneously.
- ii. Excellent organizational, planning, coordination, and problem-solving abilities.
- iii. Strong interpersonal and relationship-building skills with the ability to engage diverse stakeholders.
- iv. Excellent written and verbal communication skills in both English and Nepali.
- v. Ability to develop and manage program budgets, workplans, and operational timelines and reports.
- vi. Ability to work independently, take initiative, and thrive in a dynamic and fast-paced environment.

- d. Personal Attributes: We are looking for someone who:
 - i. Is deeply passionate about girls' and women's rights, gender equality, youth leadership, and creating social change through sport.
 - ii. Is proactive, resourceful, and solutions-oriented.
 - iii. Demonstrates integrity, professionalism, and accountability.
 - iv. Enjoys building relationships and collaborating with diverse communities and partners.
 - v. Is adaptable, resilient, and comfortable working in a growing organization where responsibilities may evolve.
 - vi. Is willing to travel occasionally to project sites across Nepal, including rural and remote communities.
 - vii. Shares WE United's values of inclusion, respect, collaboration, courage, and continuous learning.

D. Terms & Conditions

The position offers a base salary of NPR 50,000 per month. In addition, the Program Manager will be eligible for an extra month's salary as a Dashain bonus upon completion of at least six months of employment with WE United.

The role also includes the opportunity to earn an additional performance-based incentive of up to NPR 60,000 annually, subject to the successful achievement of agreed yearly performance targets and organizational goals.

The Program Manager is expected to work full-time (40 hours per week), including occasional Saturday/Sunday during peak project periods or major events. WE United maintains a flexible working environment, with Saturdays and Sundays generally observed as holidays.

The Program Manager will be expected to attend all WE United events and carry out the required outreach, coordination, and follow-up activities related to the programs. The role will require working physically with the WE United team three days a week, with the remaining work conducted remotely.

The Program Manager will be supervised, mentored, and supported by WE United's Executive Director. She is expected to have her own laptop/computer, smartphone, and reliable internet access, which will be used to manage communication, coordination, reporting, and documentation responsibilities.

E. How to Apply: Interested candidates should submit the following:

- a. CV or resume
- b. A short cover letter outlining interest in the position

Applications should be sent to: namaste@theweunitedproject.com

Subject line: **Application – Program Manager**