

## Imago Global Grassroots - Recruitment Knowledge Manager

**Location:** Latin America, including Brazil

**Start date:** February 2026

**Application deadline:** January 25<sup>th</sup>, 2026. Applications will be reviewed on a rolling basis, so early submissions are strongly encouraged. Please note that only candidates advancing to the first round will be notified.

### ABOUT US

Imago Global Grassroots (Imago) has worked with mission-driven organizations since 2014 to scale their impact while honoring their unique context and strengths. Our approach centers on empowering those closest to the challenge to lead solutions. We support organizations through strategic planning, and cultivating a culture of learning, monitoring & evaluation, and agile management practices.

Imago, meaning the final stage of an insect's growth before flight, symbolizes our role in accelerating an organizations' journey to scale. Imago's mission is to transform development thinking and practices for greater impact. We contribute thought leadership on scaling, systems, leadership, and adaptive evaluation, integrating insights from various disciplines including economics, psychology, systems thinking, and design thinking. Our work has been published in leading forums, including at the Center for International Development at the Harvard Kennedy School, the Harvard Social Impact Review, and the Stanford Social Innovation Review.

Discover more through our [website](#), our [Ideas & Insights](#) page, our book, [Scaling Up Development Impact](#), and our [YouTube](#) channel.

### DESCRIPTION OF THE POSITION

#### **Position Summary:**

The Knowledge Manager is a key member of the knowledge team responsible for developing, managing, and implementing Imago's knowledge and learning strategy. The role involves coordinating learning across projects and regional offices through structured forums and translating cross-cutting insights into high-quality knowledge products for internal use and external dissemination.

Working closely with the Senior Knowledge Manager and Director of Research, the Knowledge Manager is expected to be fully conversant with Imago's areas of expertise, ensure high analytical and conceptual rigor, and contribute to co-authoring publications in academic, policy, and practitioner forums. While the bulk of the work (approximately 75%) focuses on knowledge-related work, the position also includes some direct programmatic support, recognizing that learning is built through engagement with clients and practice. Engagement in project implementation and strong coordination with programmatic activities enables the Knowledge Manager to ground knowledge products in real-world experience and to translate insights from on-the-ground work into actionable learning for clients and the broader development community.

More broadly, the Knowledge Manager helps build the foundations of Imago as a truly learning organization, serving Imago's mission of changing development thinking and practice. This includes, but is not limited to, leveraging emerging AI tools to strengthen learning and improve knowledge processes.

## MAIN FUNCTIONS AND RESPONSIBILITIES

- Co-create Imago's learning agenda, strategy and framework.
- Ensure smooth and organized flow of information and execution of Imago's learning agenda.
- Oversee and closely monitor the knowledge pipeline from ideation, to drafting and feedback, to publication and dissemination using the knowledge management system.
- Lead the coordination and preparation of internal knowledge-sharing events, including critical harvesting sessions, reading groups, etc.
- Lead documentation and dissemination of internal learning in various forms, including primers, methodology guides, and training materials, working closely with experts within the organization.
- Design internal capacity building, training, and onboarding of knowledge materials and facilitate sessions to deliver them working closely with the program's teams across Imago.
- Update and maintain the internal knowledge library, including informing relevant teams of recent additions and processing requests for uploads.
- Significantly contribute and drive the creation and construction of high-quality external knowledge products (e.g., academic papers, case studies, articles, briefs, toolkits, and books).
- Facilitate engagement of external experts and third-party providers, including sharing and dissemination, design, and intranet maintenance.
- Provide support to establish, nurture and actively participate in communities of practice/learning communities.
- Work with Imago's communications and marketing team to determine how to best share knowledge to both internal and external stakeholders/audiences.
- Support project leads on the planning and execution of monitoring, evaluation and learning design for Imago clients.
- Manage, supervise and collaborate with assigned Summer Fellows.
- Help in the preparation of grant proposals and grant progress reports.
- Work closely with program teams to systematically capture learning from project implementation, translating on-the-ground experience into documented frameworks, tools, and techniques that strengthen Imago's practice and knowledge products. This may include being assigned as a program manager on a case-to-case basis to gain exposure to Imago's work.

### **Other Responsibilities include:**

- Provide general support for Imago's adaptive evaluation and monitoring and learning activities and projects where needed.
- Help organize Imago-wide events or activities.
- Other administrative duties as assigned.

## QUALIFICATIONS AND REQUIREMENTS

We are seeking a candidate with a strong commitment to improving lives and a genuine curiosity to understand and develop new approaches to development. The ideal candidate is execution-oriented, able to move seamlessly between high-level concepts and detailed analysis, thrives in fast-paced environments, and delivers high-quality work with independent and critical thinking. Required skills and experience (unless otherwise specified) include:

**Education:** Advanced degree (Master's) in international development, public policy, social sciences, organizational learning, or a related field.

**Work Experience:** Demonstrated experience in knowledge management, research, learning, or applied research within development, social impact, or consulting contexts. At least 5 years' experience leading and managing development research or M&E projects, especially in developing countries.

**Technical skills:** Strong analytical and conceptual skills, with the ability to synthesize complex ideas and translate practice-based insights into clear frameworks, tools, and written products. Proficiency in data collection and statistical analysis using Stata, R, and/or Python; Working experience with machine learning and AI tools and/or qualitative research software (e.g., NVivo, Atlas.ti) is desirable but not required.

**Writing Skills:** Experience producing high-quality academic writing, including papers, reports, case studies, and briefs; familiarity with academic or peer-review publication processes is an asset

**Team Management skills:** Experience supervising and mentoring junior staff and coordinating international, cross-cultural, and diverse project teams in a remote environment.

**Language proficiency:** Fluency in English required, Spanish and/or Portuguese is an asset.

### Other desirable skills and experience:

- Familiarity with design thinking, system thinking, adaptive management, scaling up frameworks, and leadership frameworks.
- Subject matter expertise or experience in gender equality, maternal, infant, and child health, early childhood development, livelihoods; and/or education.

## IMAGO CORE COMPETENCIES

**Proactiveness & Resourcefulness:** Reliably completes tasks, seeks guidance when needed, and takes initiative at the task level.

- **Commitment to Impact:** Dedicated to responsibilities and mindful of their contribution to project outcomes.
- **Openness to Growth:** Seeks and applies feedback; learns new tools and approaches.
- **Presence Capacity:** Engages respectfully and represents Imago professionally.
- **Congruence with Imago's Values:** Aligns with organizational values and culture.
- **Commitment to Quality:** Produces accurate, detail-oriented work.
- **Agility & Adaptability:** Adjusts easily to new instructions and shifting priorities.

## SELECTION PROCESS

1. Interested candidates must complete the following form and attach their CV in the space provided: [Knowledge Manager, Imago Global Grassroots – Fill out form](#)
2. Candidates who are shortlisted, based on their CV and responses to the form, will receive an invitation to an interview that will determine continuity in the selection process.

**Applications will be accepted until January 25<sup>th</sup>, 2026, and will be reviewed on a rolling basis.** We thank all applicants in advance for the time and effort dedicated to preparing their application. Only shortlisted candidates will be contacted.