

SENIOR PROGRAM OFFICER

- Pakistan**

2026

About Opus 1 Foundation

Opus 1 Foundation is a global impact organization activating arts-powered initiatives to addressing today's most pressing challenges and unlock its greatest opportunities. Our programs — ranging from workforce development and community-based arts to international collaborations — aim to bridge equity divides, empower underrepresented communities, and foster unity through creativity.

Position: Senior Program Officer

- **Location:** Hybrid/On-Site — Based in Lahore, Pakistan
- **Employment Type:** Part-to-Full Time (20 - 40 hours/week)
- **Compensation:** TBD based on experience, expertise and commitment level.

Role Overview

The **Senior Program Officer** is responsible for the day to day delivery of Music of the Heart (MOTH), Opus 1 Foundation's music education programme across schools in Lahore. Reporting to the CEO, this role sits at the centre of program execution: coordinating with school and teaching partners, managing relationships with local funders and corporate partners, tracking programme outcomes, and ensuring MOTH is delivered on schedule and to standard across all participating schools. The Senior Program Officer will be the Foundation's primary on the ground presence in Lahore and across Pakistan, as well as a key point of contact for board directors, funders, and delivery partners.

Key Responsibilities

Program Delivery

- Oversee day to day delivery of MOTH across participating Lahore schools, ensuring consistency and quality of instruction.
- Coordinate with delivery partners on scheduling, curriculum, and teaching staff.
- Manage the rollout of the 18 month pilot and support planning for the program's longer term roadmap across additional cities.
- Track instrument and equipment donations and ensure they reach schools and students as intended.

Partnership and Stakeholder Engagement

- Serve as the primary local liaison and to school and delivery partners.
- Support relationship management with corporate partners, ensuring partnership commitments are met and visibility obligations are fulfilled.

Monitoring, Evaluation, and Reporting

- Collect and maintain data on program reach, attendance, and outcomes across all participating schools.
- Prepare regular progress reports for the Foundation's leadership and partners.
- Support the Foundation's Signs of Value methodology by documenting program milestones and evidence of impact.

Fundraising and Donor Support

- Support development and delivery of partnership materials and proposals for corporate, institutional, and diplomatic supporters.
- Assist with donor stewardship activities, including site visits, acknowledgements, and reporting deliverables.

Team and Community Leadership

- Supervise local program staff and coordinate with teaching artists on performance and administrative matters.
- Build and maintain relationships with school administrators, parents, and community stakeholders across MOTH sites.

Qualifications

- Bachelor's degree required; advanced degree in education, nonprofit management, international development, or a related field preferred.
- Minimum of three (3) years of experience in programme management, preferably within education or nonprofit sectors. Demonstrated experience in nonprofit, social impact, arts-based, or mission-driven organizations strongly preferred.
- Familiarity with venture philanthropy, blended capital models, or impact investing frameworks is a plus.
- Demonstrated experience working within Pakistan's education, arts, or development sector, with existing familiarity with Lahore's institutional landscape strongly preferred.
- Experience coordinating across multiple delivery partners, schools, or sites simultaneously.
- Working knowledge of monitoring and evaluation practices, including data collection and outcome reporting.
- Fluency in English and Urdu required; additional regional languages a plus.
- Strong organizational and project management skills, with the ability to manage multiple stakeholders and deadlines.
- Comfort representing the organization externally with funders, government counterparts, and community partners.
- Clear, professional written and verbal communication skills.

Why Opus 1?

- Be part of a visionary organization at the forefront of arts, advocacy, innovation and impact.
- Work in a creative and collaborative environment that values free-thinking, diverse perspectives, bold action and inclusivity.
- Contribute to transformative projects & program that make a tangible difference in communities worldwide.

How to Apply

Please send your **resume**, a short **cover letter**, and **portfolio of relevant work** explaining your interest to **executive@opus1foundation.org** with the subject line: *SPO-Pakistan Application – [Your Name]*.

Opus 1 Foundation is an equal opportunity organization and does not discriminate on the basis of race, color, religion, creed, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other status protected by applicable law.

We are committed to building a diverse, inclusive, and equitable environment where all individuals — especially emerging leaders and creatives—are encouraged to apply. Opus 1 Foundation values diverse perspectives, lived experiences, and voices, and we believe they are essential to advancing social impact through the arts, culture, and innovation.

Reasonable accommodations are available for candidates with disabilities throughout the application and interview process.