# POSITION DESCRIPTION

**Administrator, United States Agency for International Development**

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| **Overview** | |
| Senate Committee | Foreign Relations |
| Agency Mission | To partner to end extreme poverty and promote resilient, democratic societies while advancing our security and prosperity |
| Position Overview | The Administrator for the United States Agency for International Development (USAID) is responsible for overseeing the U.S. government’s largest civilian foreign aid agency. The Administrator works to promote peace and stability by fostering economic growth, protecting human health, providing emergency humanitarian assistance and enhancing democracy in developing countries. In particular, the Administrator directs the formulation of U.S. development programs and authorizes the execution of development assistance agreements with foreign countries and regional organizations. Although technically an independent federal agency, USAID's administrator works under the direct authority and foreign policy guidance of the Secretary of State and in close coordination with the Director of Foreign Assistance. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of State |
| **RESPONSIBILITIES** | |
| Management Scope | The Administrator oversees USAID operations in 100 developing countries and works in close partnership with private voluntary organizations, indigenous groups, universities, American businesses, international organizations, foreign governments, trade and professional associations, faith-based organizations, and other federal agencies. USAID has working relationships, through contracts and grant agreements, with more than 3,500 companies and more than 300 U.S.-based private voluntary organizations. In fiscal 2015, USAID’s annual budget stood at $35.6 billion, and staff included approximately 3,024 employees. |
| Primary Responsibilities | * Provides economic, development and humanitarian assistance around the world in support of U.S. foreign policy goals * Ensures USAID-funded resources integrate with other democracy, governance, and economic growth and development resources * Leads “USAID Forward,” an extensive set of reforms to USAID's business model, focusing on seven key areas including procurement, science and technology, and monitoring and evaluation * Coordinates closely with other foreign aid agencies across the U.S. government |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Strong communication skills * Excellent knowledge of congressional budget processes and committees * Familiarity working with foreign governments, multilateral organizations, and international media * Substantive expertise in international affairs * Broad understanding of economic development and poverty-reduction programs in developing countries |
| Competencies | * Strategic Orientation: ability to manage and develop plans and strategies to tackle USAID’s key priorities globally; developing the foresight to determine how development and assistance may affect diverse populations; and understanding the needs of local stakeholders before cementing a plan of action * Collaboration & Influencing: ability to work effectively with Congress, the White House, other government agencies and outside stakeholders to achieve results; ability to work with and build alliances with diverse partners (interdepartmental, local and global) to drive agency and U.S. government priorities * Results Orientation: ability to manage competing priorities/mandates while making progress towards USAID’s goals; strong management and operations skills with a focus on driving efficiency and results with taxpayer dollars * Team Leadership: strong ability to manage and motivate a large organization with global field offices and staff |
| **PAST APPOINTEES** | |

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| Gayle Smith (2015 – 2017): Special Assistant to the President and Senior Director, Development and Democracy, National Security Council; Senior Fellow, Center for American Progress; Senior Director, Africa, White House |
| Rajiv Shah (2010 – 2015): Undersecretary for Research, Education, and Economics, Department of Agriculture; Chief Scientist, Department of Agriculture; Director, Agricultural Development, Bill & Melinda Gates Foundation |
| Henrietta Fore (2007 – 2010): Undersecretary of State for Management, State Department; Director of the Mint, Department of Treasury; Assistant Administrator, USAID |
| Andrew Natsios (2001 – 2006): Chief Executive Officer, Boston’s Central Artery Project, Massachusetts Turnpike Authority; Secretary of Administration and Finance, Commonwealth of Massachusetts; Jenning Randolph Senior Fellow, Institute for Peace |
| J. Brian Atwood (1993 – 1999): Undersecretary of State for Management, Department of State; National Demographic Institute for International Affairs; Assistant Secretary of State for Legislative Affairs, Department of State |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)