

Women's Initiatives for Gender Justice
Internal Vacancy Announcement: Executive Director
May 2023

Women's Initiatives for Gender Justice is looking for an experienced and highly motivated senior executive to lead the organisation. Our current Executive Director Melinda Reed is stepping down after more than 5 years to focus her time on serving as the Interim Convenor of the Coalition for the ICC. She will remain a part of Women's Initiatives in an advisory capacity to develop our US based operations.

The organisation is a recognised international leader in the gender justice field and is renowned for its work with the International Criminal Court (ICC) with respect to the prosecution of sexual and gender-based crimes and the integration of gender issues within the institutional development of the ICC.

As a senior executive, we are looking for someone who possesses and models a commitment to the mandate of the organisation. Ideally, this position requires an individual with: extensive experience in leadership roles, working in the non-profit sector and running an international (national or regional) organisation; extensive experience in strategic global advocacy; a highly developed understanding of (international) criminal and humanitarian law and a sound knowledge of the (international) justice sector; substantive experience and understanding of community development, programming and network building; and a commitment to collaborating with local organisations and communities, including victims/survivors of sexual and gender-based violence and other international crimes.

The role of the Executive Director is to lead all aspects of WI, its staff, operations and mission. The position reports to the Board of Directors which is responsible for the strategic oversight of the organisation.

Responsibilities

Leadership

- With the Board of Directors and appropriate internal/external partners, lead the strategic planning process to ensure the organisation can successfully advance its work and mission.
- Provide vision and inspiration for the work of Women's Initiatives, executing the strategic plan and increasing the impact and reach of Women's Initiatives' work.
- Drive the development of annual and long-range programmes and operational plans.
- Develop and oversee the implementation of the fundraising and resource mobilisation strategy.
- Lead talent acquisition efforts and align the human resources to strategic programme priorities and strategic operations.
- Ensure that the operations of the organisation comply with the Standard Operating Procedures and adhere to best practice including legal and fiscal requirements and standards.
- Assess risks and inform the Board accordingly of the organisations security and growth.
- Oversee all administrative, managerial and financial functions of the organisation.

Fundraising

- With the Board identify new opportunities and advance current development programmes to ensure the success of fundraising.
- Lead efforts to secure the financial resources necessary to support WI's work and operations.
- Develop and maintain positive relationships with key donors and donor networks.

External Relations

- Assure that the Women's Initiatives and its mission, programmes are consistently presented in a strong, positive image to the public, key stakeholders, partners.
- Represent Women's Initiatives and serve as the organisation's primary spokesperson to the International Criminal Court, the organisation's constituents, ICC States Parties, national actors including governments, women's rights and justice stakeholders, the media and the general public.
- Act as a public advocate for the organization and its programmes, partners and communities with whom we work.
- Oversee all communication and external relations efforts.
- Establish and maintain relationships with ICC staff and bodies, ICC states parties representatives, other international nonprofit organizations and partners and utilize those relationships to strategically enhance Women's Initiatives' mission.
- Ensure effective communication with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organisation.

Human Resource Management

- Oversee personnel activities, with other staff and managers, including the recruitment of qualified and competent staff and ensure supervision, oversight, and performance evaluations.
- Review and develop the organisational structure with the approval of the Board and within budget parameters to best serve the operational and programmes priorities of the organization.
- Oversee and manage the performance of staff as well as external consultants and contractors to meet agreed upon deliverables, ensure professionalism and retain confidence in the credibility of the organization.
- Oversee human resource policies and practices, ensure staff are effectively managed and supported and that staff roles are strongly aligned with the organization's strategic goals and mission.

Financial Management

- Responsible for the fiscal management of the Women's Initiatives, ensuring maximal resource utilisation and accountability.
- Oversee financial and administrative functions to ensure immediate and long-term fiscal integrity of the organization.
- Manage the resources within budget guidelines approved by the Board in accordance with applicable laws, regulations and policies.
- Responsible for the development of the annual budget for approval by the Board, as well as budget planning and implementation.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Board Relations

- Work with the Board of Directors to ensure that the organisation's mission is clearly defined, articulated and advanced.
- Report to, assist and advise the Board on the establishment of policies and procedures;
- Identify, assess and inform the Board of internal and external issues that affect the organisation.
- Inform, consult and advise the Board on all aspects of the organisation's activities including during the twice yearly Board meetings.
- With the Board, establish effective team work and communication with the goal of achieving the highest standards of governance and transparency.
- Provide in a timely and accurate manner all information necessary for the Board to make informed decisions.

Education, knowledge, skills and abilities

- A Bachelor's or Masters degree in a relevant area such as, Law, Social Sciences, Human Rights, Development Studies, International Relations or other.
- A body of work and proven track record of leadership and expertise.
- Senior management experience with demonstrable knowledge of leadership and management principles and practices relevant to non-profit organisations.
- Experience working in the fields of gender, human rights and/or international criminal law and demonstrable knowledge of current challenges and opportunities relating to the mission of the organization.
- At least ten years of experience working in an international context with multiparty stakeholders.
- Solid experience working and engaging with a multi-lateral institution.
- Demonstrated knowledge of and successful track record in fundraising and donor relations unique to the nonprofit sector.
- Demonstrated knowledge of human resource management.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrated experience in communications and public relations.
- Strong organisational abilities including planning, delegating, advocacy and programme development, and task facilitation.
- Excellent written and oral communication skills including strong writing skills.
- The working language of the organization is English. Reflecting the countries we currently work in, French and Arabic would also be highly valuable languages.
- Demonstrated expertise as an advocate ideally in gender, women's human rights and international criminal law.

Please submit, in English, by Monday 8th of May 2023:

- Your Curriculum Vitae.
- A 1-page cover letter summarising your interest in and suitability for the position, addressing the responsibilities and your relevant experience.

Address as: Executive Director and send to: hr@4genderjustice.org

This vacancy announcement is for internal candidates (employees and consultants).