

Executive Director – Description of Job’s Key Responsibilities, Expected Experience, and Qualifications

(The below is excerpted from *complete* Job Posting, available [here](#))

Key Responsibilities/Expected Experience and Qualifications

Leadership, Aligned Values and Strategic Planning

- Experience working with volunteers and board members for empowerment, cohesion, and to maintain momentum that advances the work of the organization.
- Understanding of the theory and practice of social change.
- Familiarity with facilitative leadership techniques that encourage others to share leadership.
- A commitment to sharing power and transparency.
- Understand and have experience with feminist leadership models.
- A demonstrated commitment to racial and gender equity and dismantling of all systems of oppression.

Program Management, Advocacy and Strategic Planning

- Work with the Program Chair(s) and President on program planning, strategy and advocacy.
- Deepen and maintain partnerships and coalitions among organizations and activists working at all levels, from the grassroots to the national level, within organizational guidelines and strategic goals.

Organizational Management

- Manage routine operations. This includes drafting new and renewal contracts for, and communicating with, independent contractors, to ensure efficient organizational systems and processes.
- Experience with Personnel policies and training.
- Experience implementing and operationalizing organizational systems, structures, processes, and clearly defined roles.
- Proven experience in talent acquisitions and management, team building, and mentoring and developing staff to create a leadership pipeline.
- Proven experience in inspiring and mentoring volunteers to create a volunteer leadership pipeline.
- Demonstrated record in increasing membership and visibility.

Internal & External Relations and Communication

- Act as the public face of the organization.
- Experience and capacity to represent WILPF US and promote our legacy, positions, and our internal experts/presenters.
- Experience guiding visibility and re-branding campaigns.

- A demonstrated record in increasing engagement in an organization.
- Capacity for directing a strategic communications plan.
- Effective communications skills across wide audiences and diverse constituencies, including levels of membership and leadership internally.

Financial Stewardship

- Responsible for annual budget planning and fundraising efforts.
- Work closely with the Board Treasurer to monitor the budget, fundraising income and grow the organization.

Board Governance and Support

- Work with volunteers and volunteer boards and committees to streamline meeting and planning, to accomplish timely goals.

Additional Qualifications

- A strategic collaborator with keen listening skills and the ability to foster alignment across groups and galvanize those affected to action.
- Takes initiative and is motivated to succeed.
- Competency in spreadsheets, Microsoft Office, Zoom technology and other communication platforms.
- Deep listening skills; a commitment to transparency; power sharing; and experience managing conflict.
- Proven analytical and strategic thinking skills.
- Skills wielding a public presence and media savvy, in the interest of furthering the mission and visibility of WILPF's work.
- Written and oral communication skills and experience.
- A minimum of 5 years experience in non-profit finance and budgeting, with a deep understanding and competency in these areas.
- A minimum of 5 years experience leading fundraising campaigns and donor outreach.
- A minimum of 5 years' experience in social change movement-building with a commitment to leadership informed by those most affected by prioritized issues.