



Post 2015 Women's Coalition, an international network of feminist, women's rights, women's development, grassroots, peace and social justice organizations focused on the realization of women's rights and gender equality is

seeking a **Project Director**.

Below please find the job description and how to apply - Thank you!

JOB OPENING

POSITION TITLE: Project Director/Consultant

PERIOD OF TIME: One year (with the possibility of extension based on grant funding)

POSITION SUMMARY: With guidance from the Steering Committee (SC) of the Post 2015 Women's Coalition, and input from other committees and members of the coalition, the Project Director/Consultant will set direction for the coalition in the areas of governance structure, program strategy advocacy, fundraising, communications and coordinate administrative functions with Center for Women's Global Leadership (CWGL).

CWGL is the coordinating organization for the Post 2015 Women's Coalition and therefore holds fiduciary and administrative responsibilities, including the direct supervision of the Project Director/Consultant on behalf of the SC. The Executive Director of CWGL is a member of the SC of the Post 2015 Women's Coalition.

POSITION REPORTS TO: Steering Committee of the Post 2015 Women's Coalition.

PRIMARY RESPONSIBILITIES & DUTIES/ESSENTIAL FUNCTIONS:

Governance

- Develop and implement a governance structure for the next phase of the Coalition;
- Develop operational policies and procedures for the Coalition in collaboration with the SC; and
- Update guidelines for membership requirements, including growth, retention, and disbarment.

Program

Direct the programming of the Coalition, including the following:

- Continue to update and sharpen the program and advocacy objectives of the Coalition;
- Engage in advocacy at the international level and ensure access for regional and national organizations for advocacy at the international level;
- Support regional and national organizations on monitoring SDGs and other international instruments;
- Develop policy briefs and other documents relevant to the thematic areas prioritized by the Coalition;
- Coordinate the working groups of the Coalition;
- Plan public events, including briefings;
- Collaborates with member and partner organizations; and

- Represent the Coalition at meetings and planning discussions.

Communications

Lead the communication work of the Coalition and work with the communications coordinator to achieve the following:

- Contribute to the Coalition's advocacy documents and ensure that they are translated in other languages;
- Ensure that members, partners and stakeholders are kept abreast of the Coalition's positions and events; and
- Provide oral and written statements of the Coalition's positions at international and regional forums.

Development

- Develop and implement the fundraising strategy for the Coalition;
- Serve as primary contact with current and future funders and donors; and
- Meet with current and potential funders, develop grant proposals and coordinate with CWGL staff to submit the appropriate reports to foundations.

Administrative

- In partnership with the SC, develop and implement strategic and operational plans;
- Organize meetings of SC, regional meetings and other committee meetings as needed; and
- Work closely with CWGL's finance and administrative staff on matters pertaining to reimbursements, budgets and financial reporting.

POSITION REQUIREMENTS:

- Minimum 5 years work experience as a manager/director;
- 3-5 years' experience organizing, campaigning and/or running a coalition;
- A master's degree in international development, global affairs, or a related field with knowledge of development policy at the international, regional and/or national levels;
- Excellent writing, communications, planning and organizational skills; and
- Ability to build collaborative relationships with diverse partners.

DESIRED QUALIFICATIONS:

- Five years' experience in international development or global affairs, preferably in women's organizations, rights-based or social justice work;
- Lived and worked in the global south;
- Project management experience;
- Foreign language proficiency and experience working with women's and social justice organizations, a plus; and
- Financial literacy.

Some international travel required.

Must be legally eligible to work in the US.

TO APPLY:

Please submit cover letter, resume, writing sample and three references to cwgl@rci.rutgers.edu with the subject line: Project Director/Consultant.