



Women's International League for Peace and Freedom

United States Section

11 Arlington Street, Boston, MA 02116

Tel: 617-266-0999 Fax: 617-266-1688

www.wilpfus.org

FIRST INTERNATIONAL PRESIDENT

Jane Addams
Nobel Peace Prize 1931

FIRST INTERNATIONAL SECRETARY

Emily Greene Balch
Nobel Peace Prize 1946

U.S. SECTION

Officers

Mary Hanson-Harrison, President
Altaira Hatton, Treasurer
Deborah Holley, Secretary

Director of Operations

Ria Kulenovic

INTERNATIONAL OFFICE

Case Postale 28
1211 Geneva 20
Switzerland
41-22-919-70-80
41-22-919-70-81 (fax)
www.wilpfinternational.org

Director of Operations

Women's International League for Peace and Freedom, U.S. Section
Boston, MA

Founded in 1915, the Women's International League for Peace and Freedom (WILPF) is the oldest, continually active women's peace organization in the world, with sections in 37 countries. WILPF exists to "bring together women of different political beliefs and philosophies united in their determination to study, make known and help abolish the causes and legitimization of war." Toward this goal, WILPF members engage in a number of specific projects, issue committees, and national campaigns, evolving and changing over time. Information about these activities is available on line at www.wilpfus.org.

WILPF seeks a highly skilled, mission-driven Director of Operations to manage the ongoing functions of the organization related to membership support and fundraising including the following:

- Supervising day-to-day administration and office operations
- Financial planning and reporting
- Human resources for a small, but expanding and decentralized staff
- Facilities planning, renovation and logistical development for a growing organization undergoing rapid change
- Information technology, equipment purchasing and business planning
- Managing service and consulting contracts
- Managing membership data
- Ensuring WILPF's compliance with non-profit, personnel and union law.

This is a position based in Boston, MA, with the possibility of relocation. The DO reports to the National Board, comprised of volunteers located throughout the U.S., and staffs the finance, development, and personnel committees.

Qualifications include the following:

- Bachelor's degree, MBA or MPA preferred, and at least 3 years' relevant management experience in operations and administration in a small to mid-sized nonprofit organization
- Ability to manage growth, including an understanding of the organizational issues that emerge with growth; ability to nurture the organization's member-centric culture, especially during growth period
- Personal qualities of integrity, flexibility and commitment to serve our membership
- Comfortable with collaborative work relationships; able to manage "up" as well as "down" the organization
- Excellent interpersonal, cross-cultural and communication skills
- Ability to work with National Board to identify and implement operational changes when appropriate

WILPF is an equal opportunity employer and offers a comprehensive benefits package including full medical and dental insurance coverage, paid vacation, sick leave, and holidays.

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To Apply

No phone calls, please. Applications will be reviewed on a rolling basis, please apply promptly. Please e-mail a cover letter that describes your interest in the work of WILPF and your qualifications for the position, include your resume and names of two professional references to:

subject line: DO Search

Women's International League for Peace and Freedom

E-mail: employment@wilpfus.org