

PRIORITIES

Proven fund-raising ability

Experience working with volunteers,

program, campaign facilitation, participation in program calls

Engaging, dynamic, creative, skilled at networking

Familiarity with WILPF's program areas, nationally and internationally

Supervision of program interns

Skilled in written and verbal communication

Program and Development Director 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 40 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-US 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 program and development director to guide the organization's programmatic and fundraising activities.

Position Summary

The program and development director is a public face of WILPF US and, in collaboration with the Board and relevant Board committees, promotes the development and implementation of WILPF's program and fundraising plans and proposals. Additionally, the ND is responsible, along with the Director of Operations, for facilitating the efficient and effective operations of U.S. WILPF overall, particularly through good member communications and support, development, and training for the U.S. WILPF Board.

Job Responsibilities

1. Provide US WILPF with political and program leadership, in consultation and cooperation with the Board Program Committee, WILPF Issue Committees and WILPF branches.
2. In cooperation with the Development Committee, create a yearly

donor base of small, medium, large, and major donors, including a system for regular pledges.

3. Plan, coordinate, and provide, in collaboration with the Director of Operations and Board President(s), training for Board members to enhance efficiency and governance skills of the Board; prepare written Report to Board for semi-annual board meeting.

4. Speak at public events to support WILPF's financial and political goals.

5. Facilitate the inclusion of activities of the WILPF International Secretariat and the WILPF UN Office into US Section program work; provide International and US WILPF political and programmatic information, as well as articles and synopses to Communications person for inclusion in E-News, Branch mailings, US WILPF's Peace & Freedom magazine, and website.

7. Participate in the International WILPF Congress when feasible, and at all US WILPF Congresses, speaking, designing and/or facilitating workshops, as needed.

8. Sign on to coalition statements and political actions on behalf of WILPF-US, with input from the Board president, Program and other Issue Committee chairs, and the US WILPF Board, as necessary. Ensure representation of US WILPF in coalitions (e.g. United for Peace and Justice) through delegation to appropriate WILPF Board members, Issue Committee members, or other WILPF volunteers or staff.

9. Work with Issue Committees and Program Grant Committee to ensure distribution of funds for effective programmatic work. Assist mini-grant allocations and monitoring committees to establish "best practices."

10. Involve Board members, branches and members in fundraising.

11. Maintain regular phone and written communication with branches, individually and collectively, regarding program issues and training opportunities.

12. Supervise and evaluate program and development interns, and relevant contractors, including assisting in the development of work plans that coordinate with other WILPF staff, Board, and other volunteers.

Job Requirements

- ❑ Three years minimum working in supervisory position, preferably in a social change and/or political capacity.
- ❑ Demonstrated experience in developing successful fundraising campaigns and program activities.
- ❑ Attuned to progressive politics and in agreement with the WILPF mission and vision statements.
- ❑ Experience working with volunteers.
- ❑ Maturity of judgment and professional presence in dealing with staff, volunteers, members of WILPF, and the public.
- ❑ Ability to work collaboratively and effectively with geographically dispersed staff, board, committees and allied organizations.
- ❑ Personal qualities of integrity, flexibility and commitment to serve our membership.
- ❑ Skilled in use of office and social media technology, written and oral communications, strategic thinking, and organizing.
- ❑ Comfortable with collaborative work relationships;
- ❑ Excellent interpersonal, cross-cultural and communication skills.
- ❑ Flexibility, patience and a sense of humor.

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.

Due to limited time and financial resources we are only able to accept applicants who are already eligible to work in the United States.

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:

E-mail: employment@wilpf.org

Subject line: Program and Development Director Search