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.
This is a shared leadership position. The Program and Development Director and the Director of Operations together facilitate the effective operations of WILPF-US, reporting to the national board monthly and at the semi-annual board meeting.

Job Responsibilities

1. Provide WILPF-US with political/program leadership, in consultation and cooperation with our issue committees, the Board Program Committee and WILPF branches.
    - Serve on national Program Committee, including the Mini-grants subcommittee, and support effective programmatic work by issue committees and branches through WILPF's internal funding.
    - Oversee and ensure integrity of internal grant process, evaluation, and follow through.
    - Facilitate the inclusion into US program work of the activities of International WILPF and the International WILPF UN Office.
2. In cooperation with the Development Committee and Director of Operations, develop and put into effect an annual fundraising plan to meet stated financial goals. With the Director of Operations, implement a strategy for a large sustained base of all individual annual donors (regular and online).
    - Develop and maintain ongoing relationships with major donors
    - Oversee and direct all WILPF-US grant-writing activity. Establish dialogue with the WILPF UN Office and WILPF-US issue committees and Branches in order to coordinate potential grant applications, thus ensuring cooperation, and preventing redundancy and competition.
    - Identify grant opportunities for WILPF-US; responsible for grant-writing and establishment of ongoing relationship with funders.
    - Involve Board members in fundraising.
3. Serve on the Development and Program Committees. Committee work may involve after-hour evening conference calls (monthly, for each committee) to accommodate nationally dispersed committee members.

4. Recruit, supervise and evaluate program- and development-related interns, staff, volunteers and relevant contractors.

5. In collaboration with the Director of Operations, ensure effective communication of WILPF policies, procedures and opportunities to committees, Branches, and at-large members. Oversee the maintenance of regular phone and written communication with Branches, individually and collectively, regarding program issues, financial development (major donors, planned giving, fund raising, etc.), and training opportunities.

6. Provide International and US WILPF political and programmatic information for action alerts, petitions, eNews, Branch mailings, *Peace & Freedom* magazine, website and Facebook as appropriate. Work in collaboration with *Peace and Freedom* editor to identify theme, solicit articles, proofread, and ensure timely publication. Confer with the ad hoc

Communications Committee to devise strategies for effective use of print and online communications to our members, potential members and the public.

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

8. Participate in the International WILPF Congress when feasible, and at all WILPF-US Congresses, speaking and designing/facilitating workshops, as appropriate.

9. Sign on to coalition statements/political actions, with input from the board president, program and issue committee chairs, and – in cases of controversy – the board, as appropriate. Ensure representation of WILPF in coalitions (e.g. UFPJ) through delegation to board members, issue committee members or other WILPF volunteers or staff.

10. Plan, coordinate and provide, in collaboration with the Director of Operations and Board president, training for Board members to enhance efficiency and governance skills of the Board.