Women In International Security (WIIS) - Executive Director, Washington D.C.

Women In International Security (WIIS) is a 501(c)3 non-profit organization. It is the premier global network dedicated to advancing the leadership and professional development of women in the field of national and international peace and security. At the intersection of the policy and academic communities, WIIS (pronounced ‘wise’) sponsors leadership training and capacity building programs as well as substantive events focused on current policy problems. WIIS supports both academic research projects and policy engagement initiatives on critical national and international security issues, including the nexus between gender and security. WIIS provides mentoring and network opportunities to young scholars seeking to advance their gender and security-related research within, and outside of, the academic community. The organization has over 30 chapters and affiliates in the United States and around the world. As a 501(c)3 we are engaged in education—not political advocacy or lobbying.

WIIS is looking for an entrepreneurial individual that can move the organization to the next level. We would like to see candidates who are enthusiastic to promote the WIIS mission and help WIIS consolidate its position as a leader in advancing the gender equality and gender and security agenda forward in the US and globally. We are particularly interested in developing our research agenda and educational engagement agenda. In addition, the WIIS Executive Director will have main responsibilities for fundraising.

Position Description: The Executive Director (ED) is responsible for the overall management and development of the organization. The ED leads the organization, overseeing day-to-day activities ensuring WIIS accomplishes its mission. In conjunction with the Board of Directors and the President, they/she/he sets, prioritizes, implements, and evaluates policies, goals and objectives in support of the mission. In addition, they/she/he hires, supervises and terminates the staff.

Essential Duties and Responsibilities:

Strategic Leadership

- Develop a Strategic Plan for the organization for the next two to five years.
- Oversee development, prioritization, implementation and evaluation of annual work plans for WIIS goals and objectives.
- Establish annual communications goals; serve as the spokesperson for WIIS; respond to requests for media input in a timely manner; write articles for publication.
- Oversee and ensure appropriate staffing of projects supporting WIIS strategic goals.
- Establish and cultivate synergistic relationships with affiliates, chapters and partner organizations furthering our shared goals.

Fund Development

- Initiate and oversee all fundraising efforts.
- Initiate and actively engage in donor and grant or cultivation activities.
Fiscal Management
- Serve as the main point of contact for WIIS’ financial management services (bookkeeper, accounting firm, audit firm, etc.).
- Create and execute an annual budget in coordination with the President and Board of directors.
- Provide financial oversight; oversee and review financial reports and provide feedback to the board of directors.
- Oversee expenditures in accordance with board-approved annual operating budget.

Board Relationships
- Build and maintain an effective working relationship with the President and the Board.
- Work with the board treasurer to ensure proper financial oversight by the board.
- Attend all board meetings.
- Regularly report to the board on all organizational activities and initiatives.

Operations and Human Resources Management
- Provide oversight of day-to-day operations.
- Work closely with the Program Manager and staff to improve organizational efficiency and develop and document standard operating procedures within each department, to include attending weekly staff meetings.
- Oversee contracts with consultants and vendors.
- Solicit pro bono resources where needed and maintain relationships with pro bono vendors (law firms, law school, partner organizations, etc.).
- Oversee organizational risk management efforts (insurance coverage, minimizing legal liability with assistance of pro bono corporate counsel, etc).

Requirements
- Master’s degree (PhD preferred) in international security or related fields.
- Fundraising experience and strong track record
- Strong research and writing skills
- Strong communication skills
- Strong management skills

Salary Range
- The position has an annual base salary of $50,000.00-$55,000. The salary will be subject to quarterly evaluations and readjustments depending on fundraising efforts.

How to Apply
To be considered for this position, click here to submit a complete application. Applications are due by March 30th, 2020 and must include:
1. Letter of application
2. Resume
3. Three references, including email and telephone contact information
Please direct any questions to: wiised@wiisglobal.org