



Women Human Rights Defenders International Coalition

VACANCY: WHRD-IC is hiring an Executive Coordinator

Apply to lead the Women Human Rights Defenders International Coalition (WHRD-IC)!

DEADLINE FOR APPLICATION: 28 OCTOBER 2022

JOB TITLE: Executive Coordinator, Women Human Rights Defenders International Coalition (WHRD-IC).

WHRD-IC: Who We Are

The WHRD International Coalition is a pioneering global network made up of over 35 civil society organizations (CSOs) and networks in the global South and North. Since its inception in 2005, the Coalition has been committed to building a membership primarily of women's rights, human rights and sexual rights groups to strengthen those and other movements and collectively produce analysis about and make demands on behalf of WHRDs around the world. *Our programmatic emphasis has included membership mobilization, advocacy, knowledge production, and crisis response.*

LOCATION Flexible, likely remote. The WHRD-IC's fiscal host is based in Manila, Philippines.

JOB PURPOSE

Appointed by and reporting to the Executive Committee of the WHRD-IC, and in close partnership with members of the WHRD-IC, the Executive Coordinator has overall strategic and operational responsibility for helping to lift the Coalition to an exciting new phase. The WHRD-IC has a great mission and we are looking for someone with passion, creativity, sensitivity and the vision to guide us!

OVER-ARCHING RESPONSIBILITIES

The person hired is responsible for supporting and leading the WHRD-IC in a bold, dynamic and exciting new phase:

- 1) Managing the WHRD International Coalition, including coordinating and supporting

membership programmatic activities and communication, resource mobilization and financial oversight.

- 2) Developing, implementing and evaluating innovative programming across the WHRD-IC's areas of work, as noted above.
- 3) Ensuring strong respectful relationships and a visible profile with partners and allies; and ensuring a strong organizational culture consistent with feminist principles. The person hired will ensure the WHRD-IC remains a respected and trusted coalition partner in all aspects of our work.
- 4) Having and maintaining knowledge of the current concerns of women human rights defenders (WHRDs), gender justice, human rights and women's rights and integrating that knowledge into the activities of the WHRD-IC.

DETAILED RESPONSIBILITIES (among others):

Strategic Leadership

- Working closely with Coalition members, develop / revise a strategic plan to guide the WHRD-IC's roles and priorities
- Coordinate membership and Coalition activities to ensure efficiency and effectiveness
- Build a strong relationship with Coalition members and foster a vibrant organizational culture centered around a shared purpose, co-responsibility, trust, respect and collective care
- Manage budget (see below for additional detail)
- Supervise staff and, as needed, consultants or volunteers
- Coordinate periodic communication with and updates to the WHRD-IC
- Promote the WHRD-IC and its visibility and recognition as a trusted resource for feminist activists and WHRDs; forge strategic alliances and collaborative engagement with priority constituencies and key partners in ways that are mutually beneficial
- Ensure the effective communication of the WHRD-IC's strategy and programs to internal and external stakeholders.

2. Resource Mobilization & Fiscal Responsibility

In conjunction with WHRD-IC members:

- Develop a strategy for effective and efficient management of the organization's financial resources to ensure its fiscal stability and long-term sustainability
- Actively secure adequate resources and a diverse funding base for the WHRD-IC's operations and financial sustainability
- Ensure that the organization's financial controls are in place and functioning to meet all relevant compliance requirements
- Provide the Executive Committee and members of the Coalition with comprehensive, regular organizational financial statements and reports.

WORKING RELATIONSHIPS

Reporting to: The person hired will report to the WHRD-IC Executive Committee, which is a small representative group of Coalition members who serve in leadership capacities in rotating terms.

Posts this job manages: The person hired will manage one other staff person (also to be hired). Responsibilities will be sorted based on qualifications and skills of the Executive Coordinator.

Other key relationships: The person hired will have a strong working relationship with, and will help to coordinate, the members of the WHRD Coalition.

Essential Values and Competencies

- Commitment to and experience with feminism, anti-oppression, human rights, intersectional analysis, and principles of transparency and accountability
- Critical thinking and analysis
- Self-awareness and insight
- Excellent oral and written communication
- Proven track record and experience in management / political advocacy / programming / coalition work related to gender / women's human rights / feminism / human rights or a related field.

Other: Knowledge, Skills, Abilities & Experience:

Outstanding candidates have:

- Advanced or senior level leadership or programmatic experience with a global or multinational NGO / not-for profit organization, network, coalition or political movement.
- Capacity to coordinate projects and establish focus (develop, communicate, monitor & evaluate) operational plans with multiple deliverables and deadlines and ability to plan, organize and lead the implementation of plans and processes
- Experience in developing and implementing organisational strategies and plans in the areas affecting WHRDs
- Proven success building strong and effective teams and creating cultures defined by transparency, accountability, trust and respect;
- Excellent interpersonal skills to build strong alliances with diverse constituencies and manage complex politics, positioning and relationships
- Financial acumen to develop, track, and manage a six-figure budget

Highly desirable attributes and skills include:

- Experience with or knowledge of global advocacy, including at the UN and regional levels,
- Strong existing legitimate and credible relationships with diverse actors across feminist movements
- Experience with strategic risk management
- Strategic fundraising experience that includes developing and maintaining donor relationships

Ideally, the person hired is:

- Innovative and flexible;
- Able to manage change and complicated global political and coalition dynamics
- Intellectually and emotionally resilient
- Able to work independently and as part of a team, both in person and remotely

Note: Language skills are a significant plus.

Note: This position requires the ability to travel internationally.

Note: This is a full-time position.

WAYS OF WORKING:

The WHRD-IC has a commitment to respectful engagement, fairness, transparency, strong communication and, overall, to feminist leadership, processes and goals. We are driven by these commitments in our internal and external relationships.

EQUALITY STATEMENT:

In order to build the strongest possible WHRD-IC, we actively seek a diverse applicant pool. Candidates from the global South and from marginalized groups are encouraged to apply.

SALARY RANGE: \$7000-7500 US DOLLARS PER MONTH (gross), commensurate with demonstrated track record of the values, skills, competencies and experience outlined in this job description.

The coalition has fixed resources for this position but is open to job sharing, shared leadership or “alternative” forms of work. Team (or shared) applications are welcome.

DEADLINE: 28 OCTOBER 2022

HOW TO APPLY: Send CV and a statement of interest (no more than 1200 words) to whrdic@riseup.net

Please include a response to this question in your statement.

- *Why are you engaged in women’s human rights activism?*

Only shortlisted candidates will be contacted. Those applicants will be asked for three references and may be asked for additional material.