



Job Description: Program Director for a Women, Peace and Security Initiative

Position Title: Program Director for Women, Peace & Security Initiative
Reports To: Board Trustee
Job Type: Salaried; Exempt; Full-time
Date: January 2016

One Earth Future Leads Initiatives to Improve Systems that Prevent Armed Conflict

Program Summary

The Women, Peace and Security Initiative will design and convene effective cross-sectoral, collaborative platforms to embed the role of women in the development of peaceful, stable, secure and resilient societies. To accomplish this goal, WPS will map the field, consult with experts to identify pivotal themes, and pilot several collaborative convenings to engage women and their allies, from business, government, and civil society sectors to explore shared priorities and the development of collaborative solutions. These pilot projects will result in information and replicable processes to be shared across the global women's peace and security field, enhancing the field's effectiveness and helping to move countries, regions, and the world closer to peace. The program includes the following values and beliefs:

- Offer a broader definition of peace around which more voices can rally while maintaining the centrality of women's participation. Rather than focus solely on the cessation of conflict, these collaborative platforms focus broadly on building and sustaining stable, secure, resilient societies.
- According to current research, placing women at the center of society-building may reduce a host of destabilizing factors such as corruption, exploitive business practices, and violent extremism. It has been shown that economic, social and political inclusion of women and girls has positive economic, societal and stability benefits.
- Expand OEF's lens in its existing strands of work to include women, peace and security as a fundamental part of their portfolio. OEF's mission "to catalyze systems that eliminate root causes of war" requires new ways to ensure women peacemakers are fully engaged in the governance systems of the future – be they social, economic or political. Gender equality is an essential element of good governance and a vital means of creating a more prosperous and peaceful future.

Primary Role

The Director, a newly created position, will report to a Board member and work collaboratively with the program Advisory Board in leading the establishment of a Women, Peace and Security Initiative for OEF. In collaboration with the Board of Directors and Advisory Board, the Program Director will be responsible for leading the design, development, implementation, and management of the initiative. Specifically, s/he will develop the program by identifying and building collaborative relationships with funders, businesses, civil society and other stakeholders working for peace in conflict areas. The

program must meet the criteria of utilizing OEF's strengths, meeting their standards for excellence and in compliance with the vision, mission and long-term focus as well as meeting an unmet need in the women, peace and security field, adding value to the work that other organizations are already doing and not duplicating work already being done. Program plan will require Board approval.

Primary Responsibilities

- Leadership and management
 - Develop and refine the program, operations, marketing, human resource, and technology strategies, and ensure that those strategies are effectively implemented throughout the program.
 - Establish effective decision-making processes, including risk management that will enable WPS to achieve its long- and short-term goals.
 - Identify, lead, coach, develop, and retain a high-performance team (as the program develops).
 - Establish and build collaborative relationships in support of the program's work internationally from funders to grassroots women.
 - Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, advisers, and other constituents.
 - Develop annual budgets and long range plans to ensure the effective implementation of WPS strategies.
 - Ensure that WPS is prudently managed from a financial standpoint.
- External stakeholder engagement
 - Develop collaborative relationships with funders, other NGO's, grassroots women, and civil society. Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger voice for women, peace and security.
 - Attract additional resources to allow expansion of successful initiatives.
- Internal stakeholder engagement
 - Develop collaborative relationships among all staff members
 - Embed gender considerations into all OEF projects and programs
- Advisory Committee and Board relations
 - In partnership with a Board member develop, maintain, and support a strong working relationship with the WPS Advisory Board, and ensure open communication about the measurement of financial, programmatic, and impact performance against milestones and goals.
 - Provide the financial and impact reporting required by the Advisory Board and Board of Directors, both at and between meetings.

Organization Summary

OEF is a private, self-funded operating foundation based just outside Boulder, Colorado. OEF develops and then supports programs aimed at improving social systems in the interest of peace. We believe that



sustainable social change requires a long-term vision and care most about that kind of change that our programs help create over decades, not years. This long-term approach requires our programs to iterate effectively over time, brokering solutions among local stakeholders including the private sector. OEF's research and operations units provide centralized support services to the programs. Our research team acts as an in-house think tank focusing on the relationship between global governance and armed conflict, provides M&E services to OEF's programs, and serves as a hub of institutional learning. OEF Operations provides communications, administrative, and event-related support to our programs, so program staff can maximize the time spent on their mission.

Required Education, Knowledge, Skills, and Competence

- Master's Degree
- At least 15 years of progressively responsible professional experience, with at least 5 years of senior management experience
- Successful experiences developing programs
- Successful experiences reporting to boards
- A financially savvy and politically astute social entrepreneur with the ability to set clear priorities and delegate in a complex environment
- Keen analytic, organization and problem solving skills, which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders
- Unwavering commitment to quality programs and data-driven program evaluation
- Fluent knowledge of spoken and written English.
- Commitment to OEF's vision (www.oneearthfuture.org)
- Ability to travel

Preferred Knowledge, Skills, and Competence

- An advanced degree related to peace and security or international affairs.
- Senior management success at a global or multi-site organization
- Content knowledge of women, peace and security is desirable
- Familiarity with foundation or NGO operations and best practices is a plus.

Location:

This position is located at the OEF central office in Broomfield, CO.

To Apply:

Please send a resume/CV and a cover letter, detailing your experience and salary requirements and a resume to Kelly Webb at jobs@oneearthfuture.org. Please reference your name and job title in the subject line of your email.

Application Deadline: February 5, 2016