



Job Description

- 1. **NAME:** Vacant
- 2. **POSITION TITLE:** Director of Programs
- 3. **POSITION CLASSIFICATION:** E
- 4. **LOCATION:** Flexible
- 5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

Reporting to;	
<u>5.1 Direct Reporting Line</u>	<u>Reporting Areas</u>
Co-Executive Directors	All matters
<u>5.2 Functional Reporting Line</u>	<u>Reporting Areas</u>
Director of MCE	All MCE related matters
Director of Finance, Operations and Development	All operational, financial and development matters

- *Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional Reports indicate staff this position reports to or interacts with and who this position is accountable for the specific function.*

Reported by;	
<u>5.3 Direct Reports</u>	<u>Reporting Areas</u>
Interim Deputy Director of Programs	All matters
Advancing Universal Rights and Justice Manager	All matters
Managers, Building Feminist Economies	All matters
Interim Resourcing Feminist Movements Manager	



Communications Manager	All matters
Communications and Tactics Strategist	All matters
5.4 Functional Reports	Reporting Areas
Forum Manager	All Forum program matters
Director of Membership & Constituency Engagement	All operational matters
Director of Finance, Operations and Development	All program matters

- Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.
 - Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.

6. OVERVIEW

The Director of Programs is a member of AWID’s senior management team and plays a key leadership role in driving organizational strategy, overseeing AWID Initiatives and supporting Initiative teams, and working collaboratively with the Directors Team to support a strong and resilient organization. AWID’s programmatic strategy currently contemplates three initiatives: Advancing Universal Rights and Justice, Building Feminist Economies, and Resourcing Feminist Movements.

7. MAJOR RESPONSIBILITIES

- Provide leadership and expertise for the operationalization of AWID’s strategic plan to ensure achieving Initiative and organisational outcomes.
- Provide leadership in ensuring that AWID’s programmatic work substantively and effectively advances strategic goals, is highly relevant and responsive to context of feminist movements globally, and is aligned with organizational priorities and values
- Oversee strategy development, implementation, monitoring and evaluation for AWID’s Initiatives with appropriate delegation and consultation across the organization as needed.
- Ensure strategic alignment, synergy and cross-team integration among the Initiatives as well as across the Initiatives, Communications, Membership & Constituency Engagement, and other AWID teams
- Actively participate in the leadership of the organization, including participating as an active member of the Directors Team, providing valued and solution-oriented input on critical problems, working with others to address programmatic, human resource, financial, legislative issues as they arise to ensure that AWID is effective in achieving its desired outcomes as well as undertaking itself as a strong feminist organization
- Provide both strategic and operational advice to the Co-Executive Directors team on AWID’s work in areas under oversight.



- Support AWID staff in enhancing their capacities for planning, monitoring and evaluation, feminist leadership and other general competencies critical for AWID's strong functioning.
- Drive a robust, meaningful learning agenda that facilitates continuous improvement in AWID's work and effectively contributes to feminist movement-support

More specifically:

7.1. Provide leadership and expertise for the operationalization of AWID's strategic plan to ensure achieving Initiative and organisational outcomes.

- 7.1.1. Actively participate in the leadership of the organization, including participating as an active member of the Directors Team, providing valued input on critical problems, working with others to address programmatic, human resource, financial, legislative issues as they arise to ensure that AWID is effective in achieving its outcomes as well as undertaking itself as a strong feminist organization.
- 7.1.2. Hold an overarching view of the various program organisational areas, and assess organizational needs to ensure that AWID systems are enabling the organization to deliver on its work and meet its accountabilities while staying true to its principles.
- 7.1.3. Oversee the relevant initiative teams in designing and deploying various organizational learning and development programs, tools and change processes that facilitate improved organizational performance and strengthening AWID's practices as a feminist organization.
- 7.1.4. Promote an organizational culture of high performance and continuous improvement that values learning
- 7.1.5. Oversee strategic alignment, information-sharing and maximum synergy between the initiatives and other AWID teams by ensuring functional teams active participation in meetings and liaising with other initiative teams, managers and directors as required.
- 7.1.6. Ensure political and operational integration across the work of the different Initiatives, maximizing opportunities for cross-thematic work, thinking and propositions
- 7.1.7. Advance the Initiatives strategic objectives by networking and sharing information with relevant external stakeholders (donors and feminist, women's rights organizations and other social justice actors) in different select spaces and regions of the world
- 7.1.8. Develop and maintain ways of working that facilitate strong cross-team interaction within the Initiatives and between them and Tactics as well as other organizational areas
- 7.1.9. Proactively identify, manage and mitigate risks to the organization and its board members working closely with the Co-Executive Directors and management team



7.1.10. Prepare and deliver public presentations, articles and/or other media products as required to convey highlights coming out from the Initiatives work, in line with the strategic objectives for external audiences

7.2. Oversee strategy development, implementation, monitoring and evaluation for AWID's initiatives with appropriate delegation to managers and direct reports.

7.2.1. Oversee AWID's program and initiatives by;

- a. Providing strategic vision, direction, guidance and input to the work of initiatives including in strategy implementation and the development of systems and procedures in alignment with the overall organisational strategic vision and priorities.
- b. Overseeing and ensuring the relevant managers are responsible and accountable for the cumulative annual functional area budgets of approximately three million USD, in adherence with all relevant policies and procedures of AWID in achieving program objectives
- c. Working with the directors team and Co-EDs to assess opportunities and help shape and execute appropriate strategies related initiative work, ensuring that initiative matters of broad relevance are discussed at the Directors Team in ensuring functional priorities and strategies are communicated both ways.
- d. Providing direction and guidance to reporting teams in the development of systems and procedures, including monitoring and evaluation and learning, to support AWID's mission and its impact in accordance with donor guidelines and AWID priorities, policies and procedures.
- e. Providing direction and guidance to reporting teams to ensure timely and effective implementation of Initiatives' deliverables, including all products, outputs and all activities, reports and evaluations.

7.2.2. Contribute to the annual budgeting process and ensure strong alignment with annual planning and AWID's defined strategic goals.

7.2.3. Ensures adherence to approved budget and all internal financial policies and procedures, including timely submission of quarterly and annual budget and variance information

7.2.4. Oversee the provision of proactive, in-depth program analysis, to enhance the organization's leadership and initiative impact, as well as the necessary management reports; conduct regular planning, monitoring and evaluation in collaboration with AWID staff teams.

7.2.5. Oversee the assessment, monitoring and communicating of AWID's program health and practices to a variety of stakeholders, including the leadership team, the Board, funders and AWID's movement partners.

7.2.6. Provides Initiative teams with appropriate leadership, support, training and mentoring for effective project management, work prioritization, and work planning



7.2.7. Supports the Co-Executive Directors in relationship building with relevant funders, and manages select funder relationships that are relevant to the area's scope of work

7.3. Staff management, development and support

- 7.3.1. Lead, mentor and provide strategic direction to reporting staff (directly and functionally) who may be working remotely in multiple locations across multiple time zones
- 7.3.2. Set explicit annual performance objectives for those staff reporting directly and identify development goals
- 7.3.3. Provide guidance and coaching to those staff reporting directly in enabling them to meet their performance objectives
- 7.3.4. Provide regular feedback on performance of reporting staff (directly and functionally) relative to AWID's overall outcomes and specific desired program outcomes
- 7.3.5. Contribute to the development of a high quality Initiatives team in the organisation through participation in recruitment, evaluation and career development

Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organisation such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.

POSITION SPECIFICATIONS:

Essential Values and Competencies

- Commitment to intersectional feminism and its implications for organizational practices and anti-oppression.
- Understanding diverse forms and realities of feminist movement organizing locally and globally
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Attention to detail
- Build strong and genuine interpersonal relations
- Coaching and developing teams
- Self awareness and insight

Essential Knowledge, Skills, Abilities & Experience

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- More than 10 years of progressive experience and five years experience in a similar role or roles responsible for overseeing, developing and implementing program strategies and plans for large organizations.
- Demonstrated experience in leading complex, bold, multi-stakeholder, high stake programs and initiatives
- Excellent organisation skills with extensive experience in project and program management, ability to develop, monitor and evaluate an operational plan with multiple projects, multiple deliverables and deadlines; ability to plan, organize and lead the implementation of plans and processes
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision making and critical thinking skills, displaying good judgment
- Demonstrated capacity to network and build strategic alliances internationally with feminist or other civil society organizations and other external stakeholder groups
- Strong familiarity with feminist theory and gender justice frameworks
- Strong financial management acumen; budgeting and financial analysis
- Experience in human resource management; ability to work with a diverse and virtual team and engage team members, build consensus, and build high performance teams with a solid wellbeing culture
- Experience working with diverse communities from multiple identities across the globe, in a virtual environment
- Strong time management, detail orientation and thoroughness of work
- Experience with community management of online interaction platforms and apps
- Stress management; ability to manage role demands
- Strong expertise in the use of various software and a high level of computer literacy (MS Office Suite, Google Apps, instant messaging and virtual team collaboration software such as Slack and Asana)
- Ability to travel internationally (approx. 6-8 weeks per year) if context allows.

Desirable Knowledge, Skills, Abilities & Experience:

- Specialized experience in related areas such as communications, digital marketing, campaigning and information technology
- Training or facilitation experience
- Preference for bilingual or trilingual applicants (English, Spanish and French, Arabic, Russian, Mandarin and other languages)
- Experience of shared leadership models of work