We’re looking for an **EXECUTIVE DIRECTOR**!

WGNRR is seeking an Executive Director to lead the work of the Network, with particular emphasis on management, fundraising and long-term sustainability of the organization.
ABOUT THIS POSITION

Location: Flexible, likely remote. The WGNRR Coordination Office is based in Manila, Philippines and with Regional Center in Dar Es Salaam, Tanzania

Status: Full-time

Salary: USD 45,000-50,000 annually

Deadline of application is on November 12, 2023, 5:00pm Manila
ABOUT WGNRR

WGNRR is a southern-based feminist network that connects and strengthens movements for sexual and reproductive health and rights (SRHR) and justice. Our work is grounded in the realities of those who most lack economic, social and political power. Through critical analysis and strategic actions, we connect members and allies, build knowledge, organize campaigns and share resources. WGNRR works to realize the full SRHR of all people, with a focus on the most marginalized, including young people. We believe that achieving this goal requires transformative social change. WGNRR works within the rights, justice and feminist frameworks.
WGNRR is seeking an Executive Director to provide strategic oversight to the WGNRR priority areas and lead the WGNRR Team in advancing effective SRHR advocacy in the Global South via cross-movement and cross-national collaboration and learning, centering on youth SRHR, abortion rights, and SRHR and justice for all. As the Network lead, the WGNRR Executive Director plays a vital role in institutional capacity strengthening and sustainability, partner and ally capacity strengthening, network collaborations, and engagement in SRHR accountability mechanisms.

This is an unaccompanied position. Location is flexible, but requires reliable phone and internet access at your home office location with four (4) hour overlap during working hours in Manila.

The salary is commensurate with experience, ranging from USD 45,000 – 50,000 annually. The post is initially for a fixed term 12-month contract.

Hours: 36 hours per week, 22 days holiday per year plus 13 national holidays

Start date: Ideally by January 2024

WGNRR actively encourages applicants from the Global South; people of diverse sexualities & gender identities, and people living with HIV to apply.
DESCRIPTION AND KEY RESPONSIBILITIES

ORGANIZATION OPERATIONS

- Oversee budget and allocate resources efficiently.
- Ensure transparent and goal-driven organizational operations.
- Lead hiring and retention of staff,
- Review and implement effective Human Resources policies.
- Develop an operational plan aligned with organizational goals.

ORGANIZATION MISSION AND STRATEGY

- Ensure mission fulfillment through programs and strategic planning.
- Implement WGNRR’s programs to fulfill its mission and vision.
- Engage in strategic planning for long-term mission success.
- Enhance the organization’s image through community engagement.
Ensure fiscal integrity and submit accurate financial statements to board and donors.
Manage finances within approved budget.
Conduct fundraising and resource development and ensure sufficient funds to implement annual workplans.
Collaborate with the Board on budgeting and resource allocation.
Manage donor relationships and meet reporting requirements.
MOVEMENT STRENGTHENING AND BUILDING NETWORKS

- Integrate activities of WGNRR Network Partners into daily operations.
- Promote WGNRR and its visibility and recognition as a resource of SRHR and justice; foster networks and collaborations with like-minded organizations and institutions.

BOARD SUPPORT

- Lead WGNRR in alignment with the Board’s defined mission.
- Support effective governance including supporting regular board meetings, strategic planning, and review sessions
- Maintain effective communication with board members
- Support the recruitment and onboarding of new board members

DESCRIPTION AND KEY RESPONSIBILITIES
SPECIFIC FUNCTIONS & DUTIES ALSO INCLUDE:

- Maintaining WGNRR global profile and reputation as SRHR and justice network
- Planning, managing, and monitoring the annual budget and cash flow.
- Establishing administrative policies and procedures.
- Leading fundraising initiatives and establishing and maintaining donor relationships.
- Serving as WGNRR’s primary spokesperson.
- Establishing and maintaining global relationships with members and other stakeholders.
- Reporting to and collaborating with the Board.
- Supervising and collaborating with organizational staff.
- Conducting strategic planning and implementation.
- Overseeing organization Board and committee meetings.
- Building movements and collaborations.
- Reviewing and approving contracts for services.
- Other duties as assigned by the Board.
ROLE REQUIREMENTS
(these must be addressed within the supporting statement)

- Education profile can comprise: minimum of a bachelor’s degree or professional certificate from an accredited university or college; equivalent study in a non-traditional learning environment; or significant professional experience in a related position.
- Minimum 5 years of progressive management experience in a non-profit organization.
- Relevant experience in movement strengthening and activism in the Global South, and/or SRHR advocacy (experience working in Western African Region is highly desirable).
- Core fundraising, financial management, administration, and governance skills.
- Experience in fiscal management, planning, budgeting, and forecasting.
- Budget management skills, including preparation, analysis, and reporting.
- Excellent written and oral English communication skills (French is an advantage).
- Strong interpersonal skills and community stakeholder relationships.
- commitment to RBA and social justice
- Organizational abilities, including planning and task facilitation.
- Ability to convey a vision for WGNRR’s strategic future.
- Knowledge of fundraising strategies within the nonprofit sector Ability to maximize programs with limited funding.
- Skills in collaborating with, motivating, and supporting board members and volunteers.
- Ability to engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.
- Willingness to travel at least 30% of the time
HOW TO APPLY

Applicants should submit their CV and a supporting statement addressing how they meet the requirements for this role. Applicants who do not submit the supporting statement will not be considered.

Please email CV and statement to: board@wgnrr.org with “ED RECRUITMENT” as the subject title.

Please note only shortlisted candidates will be contacted – Thank you for your interest in WGNRR.