

Watchlist on Children and Armed Conflict,
A Project of Tides Center

Job Title: Executive Director, Watchlist on Children and Armed Conflict

Position based in: New York, New York

Application deadline: January 8, 2018

BACKGROUND: Watchlist on Children and Armed Conflict (Watchlist) strives to end violations against children in armed conflict and to guarantee their rights. As a global network, the Watchlist builds partnerships among local, national, and international nongovernmental organizations, enhancing mutual capacities and strengths. Working together, we collect and disseminate information on violations against children in conflicts in order to influence key decision-makers to create and implement programs and policies that effectively protect children.

POSITION SUMMARY:

The Executive Director provides strategic and organizational leadership for the Watchlist on Children and Armed Conflict. With support and guidance from the Advisory Board, he/she is responsible for overseeing all advocacy, research, partnerships, and communications initiatives of the Watchlist. He/she is responsible for fundraising and grant and budget management, and represents Watchlist with external audiences including media, governments, UN representatives, donors and others. The Executive Director manages relations with Watchlist's Advisory Board and the Tides Center, Watchlist's fiscal sponsor, and manages a small New York-based secretariat.

PRIMARY RESPONSIBILITIES:

Strategic Planning and Leadership:

- Actively build Watchlist's profile and influence as a leading voice on children and armed conflict;
- Oversee the conceptualization and implementation of Watchlist's key programmatic areas: advocacy, research, partnerships, and communications;
- Work with the Watchlist staff and advisory board to set strategic priorities for the Watchlist and develop a 2019-2022 strategic plan.

Oversee Watchlist Programs

- Oversee the development and production of Watchlist reports, policy papers and other publications, decision-making on final content of publications;
- Oversee conceptualization and implementation of Watchlist partnerships, including specific projects with local NGOs;
- Identify strategic advocacy opportunities, develop and manage advocacy strategies related to country specific work and global CAC policies related to UN Security Council and other entities;
- Actively seek support of Watchlist objectives from governments, intergovernmental agencies, international organizations, local NGO partners, media and others;
- Oversee all media related initiatives, including press conferences, press releases, media advisories, interviews;
- Oversee external communications (i.e. newsletters, website, database, listserv).

Development and Fundraising

- With Development Officer, develop and implement annual fundraising strategy for Watchlist, with goal of building annual operating budget upwards of US\$1,000,000;
- With Development Officer, identify new and cultivate existing donors, prepare funding proposals, and with Senior Program Manager, manage and report on grants.
- With Tides Center finance department, prepare and manage Watchlist annual budget.

Build and Maintain Critical Relationships

- Build and maintain strategic relationships with members of the UN Security Council, other relevant governments, the Office of the Special Representative for Children and Armed Conflict, UNICEF, OCHA, DPKO and other relevant UN entities;
- Build Watchlist's profile and influence, acting as primary spokesperson for public audiences (media, panels, briefings, conferences), and representing Watchlist at meetings with relevant UN and other high level policy officials;
- Identify, build and maintain strong relationships with current and potential donors;
- Build and maintain strong relationships with Advisory Board members and other NGO partners;
- Manage relationship with Tides Center and ensure Watchlist adherence to Tides Center policies and requirements.

Team Management

- Supervise the Watchlist team (currently 4 fulltime and one part-time staff) and relevant consultants through coaching, goal setting, staff development and staff appraisals.
- Conduct all recruitment and hiring for Watchlist staff and relevant consultants;
- With staff, develop strategic plans, reviews, and annual activity plans.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree + Master's Degree in international affairs, political science, non-profit management or related field;
- Minimum 10 years' experience, child protection and field experience highly preferred;

- Minimum 3 years of executive-level experience highly recommended;
- Past experience proving strong political and diplomatic/negotiation skills working with NGOs and governments.
- Previous experience in fundraising, budgeting, financial reporting and personnel management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of international human rights and humanitarian law, with specialization in child rights issues;
- Working knowledge of UN system and relevant international and regional organizations;
- Excellent written and spoken English; including grant writing; excellent editing skills.
- Working knowledge of either French or Spanish or other relevant languages highly desirable;
- Ability to effectively lead and supervise staff and to be flexible and work well under pressure in a fast-paced environment;
- Experience managing complex projects and deadlines involving different partners;
- Must be able and willing to travel up to 20% of the time. Travel can include international destinations in conflict-affected countries.

ORGANIZATIONAL RELATIONSHIPS:

- The Executive Director supervises four Officers and one Senior Program Manager.
- The Executive Director reports to Tides Center and to the Advisory Board (Chair).

Applicants must have the legal right to work in the US. Watchlist on Children and Armed Conflict, a project of Tides Center, is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the interview process.

To apply submit résumé, cover letter detailing relevant experience and (1) unedited writing sample plus salary requirements via email to:

Bonnie Berry, Watchlist Senior Program Manager
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