



## **JOB DESCRIPTION**

### **Job Title: US Executive Director (based in Washington, DC)**

**Directly accountable to US Board on matters that fall exclusively in its purview and to the CEO in the UK for all other matters.**

**Responsible for: The US office, its activities and its financial and human resources.**

#### **Main Responsibilities:**

- i) Provide strategic leadership of Peace Direct's activities in the US;
- ii) Maintain and develop Peace Direct's profile, reputation and influence as a leading peacebuilding organization;
- iii) Lead Peace Direct's US-based team, hiring and managing staff and contractors in line with good practice and Peace Direct's own policies and values;
- iv) Identify and develop opportunities to grow income from private and public sources in the US;
- v) Oversee Peace Direct's operations and finances in the US and ensure that Peace Direct in the US operates in accordance with applicable law and regulations;
- vi) To the maximum extent possible, ensure that Peace Direct in the US operates as a single collaborative entity with the UK organization.

#### **Key Responsibilities**

- i. Provide strategic leadership for all US activities. (10% of time)**
  - Develop strategic direction of Peace Direct's work in the US, in collaboration with the US Board and UK Senior Management Team (SMT) colleagues.
  - Represent PD US on the SMT, ensuring all work is aligned with the global strategy.
  
- ii. Maintain and develop Peace Direct's profile, reputation and influence as a leading peacebuilding organization (20% of time)**
  - Working closely with Peace Direct's CEO in the UK, oversee all policy and advocacy work in the US.
  - Represent Peace Direct at all relevant high-level meetings, ensuring that our core messages and policy recommendations are communicated to key stakeholders and that Peace Direct maintains and strengthens its reputation as a leading peacebuilding organisation.
  - Ensure that Peace Direct participates in relevant networks and initiatives, including the +Peace Coalition, Impact: Peace and working groups led by the Peace and Security Funders Group and Alliance for Peacebuilding.

- Act as the public face of Peace Direct to key audiences, both at key events as well as in Op-Eds, blogs and articles that raise the profile of Peace Direct.
- iii. Lead Peace Direct's US-based team, hiring and managing staff and contractors in line with good practice and Peace Direct's own policies and values (20% of time)**
- In collaboration with relevant UK SMT members, develop and implement policies and practices to ensure the effective management of the US office.
  - Ensure that staff have clear roles and goals and that they receive regular direction and actionable feedback with ample opportunities to grow
  - Nurture the existing collaborative, dynamic team culture, continually striving to ensure all staff feel heard, valued, and that they belong.
  - With relevant finance staff and Board members, recommend appropriate compensation for all staff.
- iv. Identify and develop opportunities to grow income from private and public sources in the US. (35% of time)**
- Oversee the development and implementation of an effective US communications strategy, in collaboration with Peace Direct's Head of Fundraising and Communication, balancing the need for communications both within and outside the peacebuilding sector.
  - Oversee the effective implementation of a US fundraising and stewardship plan for new and existing individual donors to Peace Direct.
  - Develop clear targets for securing funding to support Peace Direct's work managed by the UK and US teams.
  - Explore opportunities for Peace Direct to diversify its income through new corporate, Foundation and government partnerships, as well as other ventures such as events, public talks etc.
  - Represent the organization to high value donors (individuals, corporates, private Foundations and institutions).
- v. Oversee Peace Direct's operations and finances in the US and ensure that Peace Direct operates in accordance with applicable law and regulations (10% of time)**
- Develop processes to manage all aspects of risk associated with the financial and operational management of the US office.
  - Ensure the timely and accurate preparation of budgets and financial reports for the Board and SMT.
  - Provide financial updates and information for the Treasurer as and when requested.
  - Ensure that adequate financial controls are in place and are reviewed regularly.
  - Ensure that Peace Direct, Inc complies with all IRS and other regulatory requirements.
  - Monitor changes in non-profit regulations as well as other regulations that may affect the smooth running of the organization.
  - Ensure that Peace Direct receives appropriate legal advice as and when necessary.

**vi. To the maximum extent possible, ensure that Peace Direct in the US operates as a single collaborative entity with the UK organization (5% of time)**

- In close collaboration with the US Board Chairperson, support the effective functioning of the US Board through regular updates and the production of relevant papers for Board meetings and at the request of Board members.
- With the UK CEO, explore ways to ensure effective integration between the US and UK Boards.
- Provide the US Board chair with any support necessary for the effective governance of the organization.

**The ideal candidate for this role would have the following attributes:**

- An excellent understanding of, and passion for, local peacebuilding.
- A skilled communicator, able to inspire and mobilise different audiences to support Peace Direct.
- A strong commitment to advancing racial equity and to 'decolonizing' the sector
- A highly collaborative leader, respectful in resolving differences, with a reputation for integrity and honesty.
- Skilled in working with a small, agile team - strong staff management and board management experience.
- Experience of working and/or living in conflict contexts

**Qualifications and experience:**

- A minimum of 10 years' experience in senior leadership positions at a non-profit organization.
- At least 5 years' experience of managing teams.
- Ideally from a peacebuilding background, either as a practitioner or researcher.
- Non-profit management know-how (budgeting, financial oversight, understanding of compliance with 501(c)(3) rules).
- Demonstrated ability to develop and implement fundraising strategies.
- Proven relationship building with the private and corporate sectors.
- Applicants must be legally authorized to work in the United States.