



Executive Director Job Posting

About Gender at Work

Gender at Work, founded in 2003, is an international feminist collaborative of independent associates supported by a small secretariat. Borne out of a conviction that most strategies devised to address gender inequality in organizations and systems lacked a focus and the tools to surface and address the power inequities that maintain gender inequality, Gender at Work has been engaged in continual experimentation and learning to advance cultures of equality, particularly gender equality. We are committed to tackling the hardest part of transforming power: changing the unwritten norms, values and behaviors that are complicit in prolonging inequalities, by working through organizations, networks and movements. We mobilize top-notch thinkers, practitioners and activists to develop change interventions that unleash individual and organizational capacities for feminist transformational change and gender justice. For two decades, Gender at Work has contributed a body of work – from action, to methodologies to tools – creating a powerful and multi-layered approach to achieving transformative change for gender equality.

As the imperative for meaningful, concrete change for gender equality practices have taken hold across diverse disciplines and workplaces - Gender at Work has accompanied a wide range of organizations – from trade unions to grassroots feminist groups and networks, academic and multilateral organizations and philanthropic foundations around the world to build capacity and implement change.

The Opportunity

As demand for Gender at Work's accompaniment and support grows – and as the world adjusts to multiple crises including climate crisis, the Covid pandemic, unprecedented economic inequality and backlash against women's human rights and feminism -- it is crucial for us to rethink the work processes, infrastructure and human resources required to enable our network to continue to provide innovative and responsive support. At this critical time, the Gender at Work Board of directors is searching for its next **Executive Director**, a feminist leader, with proven leadership and managerial experience, to lead the organization through this exciting transformational work. Preference will be given to candidates from the Global South.

Key Responsibilities

Leadership, Management and Strategy

- In collaboration with the Board, staff and associates, provides leadership to the mission, vision, core values and strategy of the organization including leading a collaborative process of reflection and renewal as G@W considers its place in an evolving landscape.
- Effectively represent Gender at Work – its niche in the current landscape and its contributions and accomplishments - to partners, funders and the broader community.
- In partnership with the Board of Directors to ensure oversight of strategic and operational matters, in particular, sound fiscal management.
- Ensures feminist values and principles are at the centre of organizational decision-making, leadership, and organizational policies and practices; fosters a vibrant feminist organizational culture that strives to build a diverse, healthy, skilled and inclusive work environment
- Provides day-to-day management and support to G@W staff, associates and volunteers and oversees the development of annual workplans that incorporate strategic objectives of the Board

Financial Management and Resource Development

- Ensures the transparent and accountable stewardship of G@W finances and sound financial management including annual and project budget planning, annual audit and regular financial reporting to the Board to inform decision making
- Ensures the long-term financial sustainability of the organization's operations, activities and programs by inspiring and soliciting philanthropic support and by initiating grant proposals and funding

Programs, Partnerships and Stakeholder Relations

- Interfaces effectively and fosters respectful and trusted relationships with partners, feminist movements and organizations, funders, donors, government agencies; actively engages stakeholders in the work of the organization; manages grant making to partners as needed
- Provides strategic oversight and support to the design, build and implementation of G@W's model of engagement with organizations (from concepts to contracts), maintaining relationships with donors, partners, fee-for-service clients and associates
- In collaboration with the Board, staff and associate teams, supports external communications that promote the work/impact of G@W and lends a voice to G@W partners and women's rights organizations, and gender experts

Governance and Board Relations

- Works in partnership with the Board of directors to develop, guide and execute the strategic direction and priorities of the organization; advises the Board on various matters
- Communicates and reports regularly to the Board on operational matters concerning

programs, human resources, budget, financial and other matters

Candidate Profile and Qualifications

- Commitment to drive the vision and purpose of G@W, in particular the values of gender equality, shifting traditional power systems and feminist transformational leadership
- Masters' degree or equivalent in international development, law, women's rights, gender studies, NGO management or related field; minimum 7-10 years of progressive experience in a leadership/senior manager role
- Deep knowledge of gender justice, women's rights, feminism and intersectionality.
- Knowledge of change (individual and systemic) and experience as a change leader.
- Ability to work, negotiate and innovate programs with a gender lens with a wide variety of partners: universities, non-profits, foundations, international NGOs, local and regional non profits, UN agencies, think tanks, etc.
- Proven governance experience and working with a not-for-profit Board of directors
- Demonstrated integrity and experience in building teams, embracing diversity, equity and inclusion in a global, multi-location team
- Demonstrated ability to instil trust and create meaningful, authentic relationships and engagement opportunities with partners, donors and funders
- Strategic thinker with ability to identify and maximize opportunities
- Demonstrated high ethical standards, tact and discretion
- Flexible and adaptive, able to respond quickly and effectively to changing circumstances in a fast paced, growing and complex environment, often while managing ambiguity
- Fluency in English is a must; knowledge of French, Spanish, Arabic is a plus

Work Environment

G@W values its passionate and skilled team of staff and associates around the world and supports its team in realizing its shared vision for a future that is more just and more inclusive. G@W offers an extremely flexible and virtual work environment, adhering to feminist values. G@W believes in sharing power, collaborating, self-care and inclusion of all team members.

Salary range: \$110,000 to \$135,000 annually (commensurate with experience) plus health and leave benefits.

Preferred Start Date: mid-August 2022

Application process

If you are a passionate feminist leader with operational program and financial management experience and would like to join us in our quest for equity and inclusion, ***we encourage you to submit your CV and cover letter to info@genderatwork.org by June 10, 2022.***

Gender at Work is an equal opportunity employer. We believe deeply in equality and diversity of race, gender, sexual orientation, religion, ethnicity, national origin and disability. We welcome applications from individuals of all backgrounds and abilities and are committed to providing an accessible candidate experience. If you need any accommodations or adjustments throughout the interview process and beyond, please indicate this in your application.

At Gender at Work, we do not tolerate harassment, coercion, sexual exploitation, or abuse of any form. All offers of employment are conditional upon signing a code of conduct, satisfactory reference checks and may be subject to appropriate screening checks.