

Director, Middle East and North Africa

Position Information

Employer: Vital Voices Global Partnership (Washington, DC)

Job Title: Director, Middle East and North Africa

Description: Vital Voices Global Partnership (www.vitalvoices.org), an international, Washington DC-based nonprofit organization dedicated to building women's leadership and capacity, seeks a seasoned program director to lead our Middle East and North Africa team. The Director, Middle East and North Africa will be responsible for developing and executing the Vital Voices MENA strategy, managing implementation of programs in the region, overseeing funds dedicated to these programs, and contributing to fundraising efforts for the region.

The selected candidate will join an exciting team at Vital Voices that is implementing Vital Voices strategies in economic empowerment, political participation and human rights in the Middle East and North Africa. Current programs include a project on public private partnerships to address social and economic issues and a regional businesswomen's network in the MENA region. These programs, currently supported by the State Department's Middle East Partnership Initiative (MEPI), are designed to empower businesswomen, community leaders and government employees to support women's progress in the region. Additionally, the department is implementing programs on women's community building efforts in Israel and Palestine and developing programs to address human rights in the region.

Specific responsibilities include:

- Manage a dynamic team of regional program managers, program associate and program assistant.
- Continue to develop the Vital Voices MENA regional strategy in collaboration with Vital Voices issue area directors. Oversee the implementation of all programs in the region, including serving as the program manager for a number of programs.
- Deepen our network in the region through re-engagement of program alumnae and development of strategic partnerships.
- Develop and manage the department and individual program budgets. Work with finance team to track budget and spending.
- Track and communicate program successes and impact to various stakeholders, including Vital Voices senior leadership, board, funders, and partners in the region.
- Execute new programs in the region, including taking the lead role in developing the 2011 Vital Voices MENA regional summit. Work with the VP of Development to raise funds for these initiatives.
- Position requires significant travel to the Middle East/North Africa region.

Qualifications:

Candidates must have:

- A demonstrated track record of strong program management, including program and budget development, strategic planning, program implementation and evaluation, training, team building, finance and administration, and inter-agency and intra-agency communications.
- Bachelor's Degree with at least 8 years experience or Advanced Degree with at least 5 years experience or equivalent required.
- Proven ability to raise program funds. Prior experience working with major donors such as the State Department, USAID and the private sector preferred.
- Experience managing teams and a collaborative spirit.

How To Apply

Please send your resume, cover letter, and a short (3 page) writing sample to MENADirectorApp@vitalvoices.org by April 19. No phone calls, please.

Requested Documents:

- Resume
- Writing Sample
- Cover Letter

Important Dates

Posted On:

Apr 08, 2010

Contact Information

Employer: Vital Voices Global Partnership (Washington, DC)

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- Previous travel or professional experience in the Middle East and/or North Africa
- Candidates must work very well with teams and must be self-motivated and culturally sensitive.
- A great attention to detail is required and candidates must be comfortable working closely with senior executives and donors.
- French and/or Arabic language skills are preferred.

Geographic Preference: Washington Metro Area

Position Type: Experienced

Job Type: Permanent

Desired Class Level Alumni (s):

Desired Applicant Alumni Type:

Pro Bono Pledge no Eligible:

Phone Calls No Allowed:

Location(s):

Location

City

Washington

State

District of Columbia

Country

United States

Compensation Type: Paid