Women for Women International (WfWI) helps women survivors of war rebuild their lives. We have over 20 years’ experience working with women in countries affected by conflict. So far, we have helped more than 479,000 marginalised women in 8 countries affected by war and conflict.

In 2018, the organisation set up an office in Germany (WfWI-DE), the first branch in mainland Europe, and we are seeking an experienced and proactive Director to work closely with the Board of Directors (Geschaetfsfuehrung) in Germany to establish and grow our presence, develop a strategy, and lead on making the new office a success. This is the first staff member position for WfWI-DE and as such is an exciting opportunity for someone creative, diligent and driven to have a huge impact on our work, at a pivotal time for the organisation – a time when our work with women survivors of war is more crucial than ever.

Women for Women International are an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family statuses, races, sexual orientations, ages or whether they are disabled.

Women for Women International UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales.

Our registered office in Germany is at Poststraße 6, 20354 Hamburg.

**Reports to:** Senior Vice President for Global Partnerships  
**Proposed Start Date:** ASAP  
**Location:** Poststraße 6, 20354 Hamburg  
**Interviews:** rolling interviews  
**Salary Level:** depending on experience

The Director would be expected to work within the framework of WfWI’s core values.

**Main Responsibilities**  
The Director will work closely with the Senior Vice President for Global Partnerships and the Board of WfWI-DE in running WfWI-DE. Main tasks include the following:

- Providing overall day-to-day management of the organisation – including governance, event management, supporter care and communications  
- Overseeing finance, administration and human resources for WfWI-DE  
- Developing and overseeing fundraising and communications functions – including a major donor strategy and fundraising event planning  
- Developing strategies, business plans and budgets for WfWI-DE  
- Cooperation with Board Chair and Board Members, as well as WfWI-Global leadership teams  
- Preparation and follow up of WfWI-DE Board and Shareholders Meetings  
- Ability to represent WfWI-DE professionally at all times

**Requirements**

- A minimum of 10 years of professional experience in the not-for-profit sector, including experience in Germany and knowledge of the German fundraising market
• Comprehensive management and administration experience, with exceptional communication and organisational skills
• Experience in leading teams and managing budgets
• Experience of working with database or CRM equivalent is desirable
• Sound understanding of the NGO sector in Germany and the regulatory governance frameworks
• Strategic thinking and ability to develop and implement business plans for WfWI-DE
• Good networker with contacts in the sector
• Ambitious and hard-working, diligent, reliable and focused, team player
• Self-starter able to take initiative, striving for excellence, preparedness to take on responsibility for optimal delivery and maintain accuracy and attention to detail under pressure
• Experience of working with donors at all levels, including experience of a sponsorship fundraising model, is desirable. The Director will be expected to oversee this area of business, including conducting market research, devising a strategy, marketing the product and implementing successfully.
• Experience of grant funding – writing applications and managing grant funded projects and reporting requirements
• The ability to represent Women for Women International professionally at all times, in line with our global values.
• Multilingual with fluency in English and German
• A passion for the work of Women for Women International is essential

To apply, please send a cover letter (no more than 2 sides of A4) and a CV to ukrecruitment@womenforwomen.org.