Director

Women for Women International helps women survivors of war rebuild their lives, their families and communities. 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 (Women for Women International-DE), the first branch in mainland Europe, and we are seeking an experienced and proactive Director to work closely with the Board of Directors (Geschaeftsfuehrung) in Germany to establish and grow our presence, develop a strategy, and lead on making the new office a success. This 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 is 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 disability.

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 (based in the UK)
Proposed Start Date: ASAP
Location: Poststraße 6, 20354 Hamburg
Closing date for applications: 1st October 2018, midnight
Interviews: w/c 8th October
Working Pattern: Full time
Salary Level: €50,000 p/a

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

Main Responsibilities

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

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

Requirements
• Professional experience in the not-for-profit sector, including experience in Germany and knowledge of the German fundraising market
• Management and administration experience, with exceptional communication and organisational skills
• Experience in leading teams and managing budgets
• Experience of grant funding
• Sound understanding of the NGO sector in Germany and the regulatory governance frameworks
• Strategic thinking and ability to work with Board of Trustees to develop and implement business plans for Women for Women International - DE
• Experience of working with donors at all levels, including experience of a sponsorship fundraising model, is desirable
• Experience of working with database or CRM equivalent is desirable
• 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
• 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.