

*For over 75 years, Episcopal Relief & Development has been working together with supporters and partners for lasting change around the world. Each year the organization facilitates healthier, more fulfilling lives for more than 3 million people struggling with hunger, poverty, disaster, and disease. Inspired by Jesus' words in Matthew 25, Episcopal Relief & Development leverages the expertise and resources of Anglican and other partners to deliver measurable and sustainable change in three signature program areas: Women, Children, and Climate.*

## **Director, Gender Initiatives**

The Director, Gender Initiatives is accountable for advancing a strategy and portfolio of programs which reduce gender based violence and advance gender equity and social inclusion. The Director oversees staff and portfolio to focus on effectiveness, efficiency and scale in line with the organization's values, value proposition, and strategic plan. The Director, Gender Initiatives identifies, builds and maintains thought partnerships, stakeholders and implementing partnerships, and oversees the technical and grant management team of the program portfolio. The Director liaises with funders, regional and global stakeholders as required, and acts as ultimate Chief of Party on institutional grants.

### **As Director, Gender Initiatives you will:**

- Be Accountable for the program strategy and portfolio of partners and activities that reduce gender based violence and advance gender equity and social inclusion.
- Be Accountable to develop and oversee metrics that inform program strategy, and evidence based strategy shifts when appropriate.
- Be Responsible for utilization of project management and grant management systems, developing feedback loops that advance quality assurance and safeguarding mechanisms in the program portfolio.
- Be Responsible for the program portfolio's budgeting process, ensuring the projects' operational, financial, technical, and administrative priorities are fit for purpose, and adhere to funder and organizational standard operating procedures.
- Oversee project design and ensure partner agreements adhere to technical and operational standards of the program portfolio.
- Oversee documentation, including ensuring project results and deliverables are clear, and that all agreements have narrative, financial and monitoring and evaluation requirements met.
- Model and promote capacity-bridging practices among all staff and partners, supporting the program to engage institution strengthening staff, and learning teams in the implementation of partner capacity bridging, training and accompaniment where and as appropriate.
- Inform and collaborate with the Director, Business Development to build a strong pipeline of funders for programs that reduce gender based violence in general and innovation and adaptation initiatives in particular, serving as proposal lead and/ or in other capacities, as needed.
- Lead performance management of direct reports: program officers, technical staff, country-level supervisors and consultants in developing and adhering to high quality best practices in grant management and the implementation of gender initiatives.

### **You Are:**

- A Strategic leader with strong communication and interpersonal skills and a demonstrated ability to both manage and mentor individuals and organizations, with a focus on mentoring towards community impact
- Proactive in problem solving/analysis
- Strong in project design, management, monitoring, evaluation and learning skills
- A person with demonstrated ability to work and coordinate others under pressure on concurrent projects, delivering to tight timelines
- Passionate about Episcopal Relief & Development's mission and impact

### **You Have:**

- A Master's Degree in international development, project design and implementation, business management, monitoring and evaluation or related field and/or equivalent experience
- A minimum of ten (10) years of progressive responsibility in developing world contexts in a nonprofit organization, foundation, academic or government agency
- A minimum of five (5) years managing a portfolio of major and institutional grant funded projects.
- A minimum of five (5) years of programming experience in gender initiatives.
- Knowledge of gender, equity and social inclusion in climate crisis responses is a plus.
- A minimum of six (6) years of direct supervisory experience
- Demonstrated experience in performance monitoring, tracking data quality, data management and/or training in performance management topics
- Fluency in English essential; Spanish, Portuguese or French also preferred
- A Willingness to travel as needed, occasionally to globally remote areas

### **Salary & Benefits:**

- Annual salary range of \$130k-135k
- Competitive, comprehensive benefits package offered

### **How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Director, Gender Initiatives." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

*\* Episcopal Relief & Development is committed to creating a diverse environment and is proud to be an equal opportunity employer (EEO). All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or any other legally protected status.*

*Episcopal Relief & Development offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.*