



# PARTNERSGLOBAL

*Together for Democratic Change*

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## EXECUTIVE DIRECTOR POSITION DESCRIPTION

**ORGANIZATIONAL BACKGROUND:** PartnersGlobal (previously Partners for Democratic Change), [established in 1989](#), is an international, non-governmental organization (NGO) committed to building sustainable capacity to advance democratic institutions, civil society, and a culture of peaceful change and conflict management worldwide. PartnersGlobal specializes in organizational development and social entrepreneurship for democracy and peace, having provided the seed capital and technical assistance to establish 21 independent, local Partners' Centers around the world. Together, these Centers comprise [the Partners Network](#), a global civil society platform of collegial NGOs working for democratic change in the Americas, Europe, the Middle East and Sub-Saharan Africa.

PartnersGlobal adheres to the values of participatory decision-making, collaboration, conflict transformation and consensus-building as the fundamentals of an inclusive, democratic society; and, we promote the application of these skills in all aspects of our work. Our diverse, global team includes process experts, facilitators, and trainers who apply those collaborative skills to achieve concrete results in a diverse range of technical areas such as the rule of law, women's empowerment, security sector reform, and natural resource management. The **Partners Network** is renowned for cultivating local leaders who undertake cutting edge work; applying our process expertise to convene disparate parties and innovative partnerships to jointly tackle some of the most complex social and political challenges in conflict-affected and transitioning countries.

As the organization prepares to celebrate our 30<sup>th</sup> Anniversary, we continue to adapt and respond to a rapidly changing world. Keeping with our core mission, we are poised to expand our network with new investments in Partners' Centers in the Middle East and Africa. Together with our Network colleagues, we are building new partnerships and participating in broad-based coalitions to collectively respond to the alarming trends of democratic backsliding and increasing polarization in all corners of the globe. PartnersGlobal is [a recognized sector leader](#) in addressing *civil society resiliency* in the face of closing political space, with a unique accompaniment model for financial diversification and late-stage organizational transitions. An entrepreneurial spirit is deeply embedded within our organizational culture, leading to our collective offering of several innovative products, methodologies and partnership platforms, most recently: the Partners' [Security Governance, Accountability and Performance \(S-GAP\) Toolkit](#); the [Islands of Integrity methodology](#), a systemic approach to local government corruption; and, our [Narratives for Peace](#) platform.

We recently launched the **PartnersGlobal Institute**, an affiliated subsidiary that allows our team to respond to the needs of private clients with consulting services, and to offer our unique process expertise and convening power to facilitate diverse partnerships. Under the Institute, we have recently begun to pivot back to our domestic roots to tackle US-based democratic governance challenges and needed conflict transformation, taking advantage of the wisdom and experience from our diverse international network.

### **PARTNERSGLOBAL**

*We work through a network of 21 local affiliates in Africa, the Americas, Europe and the Middle East to create partnerships with local change leaders that transform conflict, strengthen democratic institutions, and achieve sustainable development.*

**POSITION DESCRIPTION:** The position of Executive Director is new and is seen by the President and the Board of Directors as the primary manager of **PartnersGlobal**, working closely with the leadership of the **Partners** Network, reporting directly to the President.

As **PartnersGlobal** is undergoing important strategic changes, the Executive Director will work closely with the President to oversee the future of **PartnersGlobal** primary business activities; with responsibilities to work with the senior staff on designing our strategic initiatives and programs, developing and maintaining priority relationships with partner organizations (both international and local), and overseeing fundraising and new business development.

We are seeking a seasoned non-profit executive who is entrepreneurial and forward-thinking to help lead the organization through this next exciting phase in our growth cycle. With a robust portfolio of US Government grants and contracts, and an increasingly diverse pool of bi-lateral and multi-lateral donors, we need a strong manager who understands the importance of systems for compliance and client-oriented project management. The ideal candidate will couple this strong management capability with a clear sense of mission, and vision to lead our committed, multi-national team to respond to current opportunities and challenges in the sector.

Our organizational values require a collaborative leadership style, with an adaptive mindset for managing a fast pace, and a commitment to working in authentic partnership with our local colleagues and Centers around the world. The “**Partners Way**” entails maintaining and cultivating deep relationships with many strategic partners, most of all with [our open office](#) suite-mates, [New Rule](#), [the Alliance for Peacebuilding](#), and [the International Association of Women Judges](#). **PartnersGlobal** future Executive Director will find inspiration in the diversity of our programs, the complex nature of our global network of autonomous Partners’ Centers, the unique offering of Partners’ products and services, and the breadth of partnerships on which to build the organization’s strong future.

**Position Title:** Executive Director

**Reports To:** The President

**Primary Responsibilities include:**

**Organization Mission and Strategy:** Works with the President and staff to ensure that the mission is fulfilled through strategic planning and the professional delivery of our products, services, and programs.

- Provides visionary leadership for **PartnersGlobal** mission-centric investments, especially in new **Partners** Centers and engagement with the **Partners** Network.
- Takes the lead on strategic planning to ensure that **PartnersGlobal** can successfully fulfill its mission into the future.
- Serves as an internal change agent, leading the staff and processes to modernize our organization-wide alignment and to drive organizational culture.
- Assumes accountability for efficient and professional systems and implementation of **PartnersGlobal** programs that carry out the organization’s mission.

- Oversees the enhancement of **PartnersGlobal** image through effective strategic communications and outreach within our professional community. Provides high-level external representation for **PartnersGlobal**.
- Identifies, negotiates and maintains strategic partnerships with funders, coalitions, peer organizations and local partners.
- Works with the leadership of the **Partners** Network to support our close coordination, network-wide activities and communication, and global civil society representation.

#### **Organization Operations:**

In coordination with the President, the Executive Director will be responsible for directing the management structure and systems to ensure the efficient operations of the organization.

- Maintains authority for day-to-day management, covering all programs, operations, finance, and external relations.
- Chairs the Senior Leadership Team, including the Global Director for Civil Society, Regional Program Directors, Director for Operations and Financial Controller.
- Responsible for overseeing the hiring and retention of competent, qualified staff.

**Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Maintains the fiscal integrity of **PartnersGlobal**, coordinating with the President submission to the Board a proposed annual budget and quarterly financial reports, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Oversees fundraising efforts and new business development to ensure the necessary to support for **PartnersGlobal** mission.

#### **QUALIFICATIONS/REQUIREMENTS**

- 15+ years' experience in peacebuilding, democracy-building or broader international development with part of the experience overseas.
- Demonstrated leadership in the civil society sector, with technical expertise in at least one of **PartnersGlobal** core program areas (conflict resolution, accountable governance, inclusive communities, or environmental and economic sustainability);
- Track record in effective planning, and managing high-performing senior-level teams to work together as a group and realize their potential as individual professionals/leaders.
- Organizational development experience, with the ability to mentor and accompany local NGO leaders, motivate teams and inspire organizational culture;
- Significant management background within an international organization. Clear understanding of US Government grants and contracts, and operational systems for international donor compliance;
- Demonstrated entrepreneurial spirit with successful track record in fund-raising, including donor development, grant preparation and budgets. Experience in social entrepreneurship and market-based business development a plus.

- Must be a collaborative, team player with a high level of interpersonal skills and cultural sensitivity. Soft leadership style to corral the talents and focus of a broad network of colleagues globally.
- Excellent oral and written communication skills; ability to analyze, problem-solve, manage, and prioritize, and to oversee a complex, diverse global portfolio;
- Ability and willingness to travel internationally;
- Must be comfortable working in a fast-paced work environment;
- At least one foreign language a plus (Spanish, French or Arabic)
- Master's degree, preferably in conflict management, democracy building or related subjects.
- Optimistic energy, flexibility and creativity a must!

**Salary:** Commensurate with experience.

**Application:** Please submit a cover letter and resume **by email only** to [jobs@partnersglobal.org](mailto:jobs@partnersglobal.org), no later than January 31, 2018. As the subject, please type: "Application: Executive Director". No telephone calls, please.

*PartnersGlobal embraces diversity, welcoming individuals of all ethnicities, genders, and orientations to apply.*