
Job Title:	Director
Reports to:	Steering Committee Chairperson
Location:	Washington, DC, USA
FLSA Status:	Exempt
Posted date:	May 16, 2018

POSITION SUMMARY:

The Director is responsible for managing and providing strategic direction to the overall work of the Alliance. In collaboration with the Steering Committee, the Director represents the Alliance with key stakeholders and members and provides leadership and strategic support to achieve the Alliance's mission, strategy, goals and objectives. A combination of leadership, management, and business development skills is required.

The Director is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Strategically engage as a leader and global advocate on behalf of social service workforce strengthening

- Represent the Alliance at selected strategic forums including international, regional and local meetings and conferences in order to communicate the work of the Alliance and build and maintain contacts and relationships with key stakeholders, including donors, governments, multilaterals, bilaterals, academic institutions, professional associations and NGOs
- Promote the strengthening of the social service workforce
- Write and collaborate on appropriate policy and advocacy papers, technical briefs and reports
- Increase collaboration with other global partnerships and initiatives, regional platforms and networks
- Gather information on social service workforce initiatives that can be highlighted and disseminated to members via webinars and other Alliance formats (website, resource database, blogs, etc.)
- Travel both domestically and internationally as an organizer or participant in conferences and meetings.

Oversee the strategic development and implementation of a costed and funded work plan

- Work with Steering Committee to shape and keep updated a strategy and work plan that reflects members' interests and the identified niche for the Alliance to add value to members' work
- Manage the Alliance team, presently comprised of two remote staff and consultants and ensure the day-to-day work of the Alliance is aligned with the work plan
- Recommend needed adjustments to the work plan to the Steering Committee for consideration and implement agreed upon adjustments

- Oversee the monitoring and evaluation of agreed targets/results and reporting to donors and partners

Manage Alliance fundraising activities and budgeting processes

- Together with the Steering Committee and staff, develop and implement a fundraising strategy for the Alliance
- Identify and act as spokesperson with potential government, private and foundation sources, managing outreach to potential and current donors, including actively soliciting funds
- Manage preparation of letters of inquiry, concept notes, funding proposals and budgets and carry out all follow-up activity and donor relations, including periodic and final donor reports
- Manage Alliance funds in accordance with the guidance and direction of the Steering Committee and in compliance with fiscal sponsor and donor regulations, with oversight of the fiscal sponsor in keeping and maintaining proper accounts of the resources of the Alliance
- Track expenditures and manage the development of expenditure reports and ensure that funds are allocated appropriately across grants and the work plan

Manage strategies to support external communications and member recruitment and engagement

- Work with the Steering Committee on ongoing maintenance of member recruitment and engagement strategies
- Develop and deploy strategies to communicate with and engage Alliance members and external audiences in support to the Communications Manager
- Ensure the Alliance actively publicizes the various ways in which members can engage in Alliance activities
- Support the work of the Alliance Ambassadors and Interest Groups, ensuring that the work of these bodies complements and builds upon each other and is aligned with the Alliance work plan, vision and mission

Oversee the smooth internal functioning of the Alliance

- Support the maintenance of the Steering Committee as an effective representational governance and organizational structure for the Alliance, tracking term lengths, nominations of new members and appointments of Chair
- Enable effective information sharing on strategic and operational issues with Steering Committee members, such as through organizing Steering Committee updates, conference calls and meetings
- Make recommendations to the Steering Committee as needed for the addition of consultants, interns and staff
- Recruit, hire and supervise interns and staff with the approval of the Steering Committee and in accordance with fiscal sponsor policies and procedures
- Engage and direct the work of consultants as needed
- Maintain smooth working relations with the fiscal sponsor and ensure compliance with fiscal sponsor policies and procedures

OTHER DUTIES AND RESPONSIBILITIES:

Engage in personal professional development activities

- Attend trainings, conferences, presentations and other events to learn more about social service workforce strengthening and child protection
- Join networks of non-profit professionals on behalf of the Alliance
- Facilitate and engage the GSSWA team in professional development and team-building initiatives

EDUCATION AND EXPERIENCE:

- PhD or Master's degree in social work or related field relevant to social services
- Minimum 15 years of experience in the field of social services
- Minimum 3 years of experience in at least four of the of the following:
 - working with international agencies and institutions in developing countries
 - designing programs for vulnerable children and families and background on core child protection and human rights principles, guidelines and standards
 - working with initiatives or programs aimed at strengthening the social service workforce at a local, national or international level
 - managing and supervising staff
 - managing and overseeing budgets in excess of \$1 million from multiple donors

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated strategic leadership skills in developing and facilitating collaborative partnerships and networks
- Demonstrated ability to facilitate partnerships and collective learning across organizational and geographical boundaries
- Proven track record in fundraising among diverse donors, proposal development, and financial management; ability to successfully negotiate with private, bi-lateral, and/or multi-lateral donors
- Highly developed strategic thinking skills, with proven ability to assess complex organizational and development challenges
- Expertise in designing and implementing monitoring and evaluation approaches, logical frameworks and theories of change
- A high degree of diplomatic skills: personable, flexible, sense of humor, and good at persuasion and community mobilization
- Excellent time management
- Ability to occasionally travel domestically or internationally (up to 5 trips per year)
- Fluency in one of the working languages of the UN is required; knowledge of another UN official language is an advantage
- Demonstrated high degree of cultural sensitivity
- Strong writing skills in English
- Knowledge of social media and experience using Twitter, Facebook, etc.
- Strong skills in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook
- Currently eligible to work in the United States

PHYSICAL DEMANDS:

- Position is based in an office. Must be able to sit at a desk most of the day, typing, using a computer and speaking on the phone
- Minimum noise levels in an office environment
- Requires lifting of 0-20 lbs. occasionally or as needed
- Ability to travel locally and internationally as needed, with varying physical demands associated with travel by car, train or air. Travel includes site visits to rural areas in low- and middle-income countries with little public infrastructure and may require extended car rides on unpaved roads.

WORK ENVIRONMENT:

- The Alliance office space is located in a shared space with other organizations.
- Telecommuting is permitted from time to time based on business needs of the organization.

- Up to five work-related trips per year are anticipated; travel will be both domestic and international, with international travel at times in rural locations in middle- and low- income countries.
- Occasional evening and weekend work is required

TO APPLY:

Please send your cover letter and resume to: contact@socialserviceworkforce.org Applications will be reviewed on a rolling basis. Only candidates who are eligible to work in the United States will be considered. Only short-listed candidates will be contacted.

The organization will compensate the successful candidate at a level that is consistent with the area's leading non-profit organizations and commensurate with the candidate's experience and skills. The benefits package, which includes medical, dental, disability coverage, contributions to retirement plan, sick and holiday leave, is nationally competitive. Relocation package is not available.

The Global Social Service Workforce Alliance, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

ORGANIZATIONAL OVERVIEW:

The Global Social Service Workforce Alliance is a non-profit network of 1900 members in 121 countries and works toward a world where a well-planned, well-trained and well-supported social service workforce effectively delivers promising practices that improve the lives of vulnerable populations. The mission of the Alliance is to promote the knowledge and evidence, resources and tools and political will and action needed to address key social service workforce challenges, especially within low to middle income countries. The Alliance pursues this by:

- Serving as a convener for an inclusive, representative network of stakeholders including government organizations, nongovernmental organizations, academic institutions, donor groups, professional associations and community practitioners to create a forum for discourse and collective learning
- Advancing knowledge by deriving, organizing and disseminating critical evidence-based research, resources, tools, models and best practices
- Advocating for workforce-supportive policy reforms at the global and national levels

Tides Center acts as the fiscal sponsor of the Alliance and therefore oversees staff contracts for the Alliance. An 11-member Steering Committee oversees and guides the direction and development of the Alliance and provides support to the Alliance Secretariat, currently comprised of three staff. For more information, please visit: www.socialserviceworkforce.org