

Job Announcement

Vice President of Operations, Promundo-US
Washington, D.C. June 2021

Overview

Promundo-US, an international non-governmental organization (NGO) working to advance gender equality, promote healthy masculinity, and prevent violence, seeks a full-time Vice President of Operations to work in its Washington, D.C. office. This position forms part of Promundo's Executive Team, together with the President/CEO, the Vice President for Programs and Research and the Vice President for Strategic Growth and Engagement, all based in Washington, DC.

About Promundo

Promundo is a global leader in advancing gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieve gender equality. Promundo's formative research and rigorous evaluation, evidence-based programs, and targeted advocacy efforts strive to create change at multiple levels. Promundo generates high-quality, impactful research and evidence to advance gender equality, healthy masculinity and violence prevention, including survey research, formative studies and rigorous program evaluations. Since 1997, Promundo's initiatives – in collaboration with partners in more than 55 countries - have reached nearly 10 million people through programs and training, campaigns and community engagement; and over 2 billion potential viewers through media, resulting in broader awareness around gender equality and violence prevention, as well as changes in attitudes and behaviors related to intimate partner violence; sexual and reproductive health and rights; and domestic work and caregiving, among others. For more information, visit: www.promundoglobal.org.

Job Description

Promundo-US is looking for a motivated and passionate candidate to join us as the Vice President for Operations. Working under the supervision of Promundo's President & CEO and in close partnership with the the Vice Presidents as well as the Finance and Operations team, the Vice President for Operations will govern the overall internal operations of the organization, evolve and build the systems that will position the organization for growth, and drive adoption of those systems.

The successful candidate will be a strategic systems thinker with experience driving results in an entrepreneurial and cause-driven environment. They will have a proven track-record of successfully managing a wide range of simultaneous projects and kinds of projects, as an operational leader, will understand how to engage and activate individuals with widely varying backgrounds and in various countries, experiences and goals, and will bring levity and fun to a hard-working, ambitious team of nonprofit professionals.

Specific responsibilities include:

Strategic Planning and Execution

- Ensure organizational health and excellence in program delivery by tracking and supporting financially sustainable programmatic decisions in close collaboration with the Director of Finance and the Vice Presidents
- Ensure contract and procurement compliance in coordination with the Director of Finance and the Vice Presidents
- Manage and address issues across multiple dimensions – strategy, operations, finance, talent, and technology – in order to guide the organization towards the achievement of its strategic goals
- Identify needs for operational scale, prioritizing those needs and assessing costs, executing initiatives and driving adoption

Job Announcement

Vice President of Operations, Promundo-US

Washington, D.C. June 2021

Systems Development and Management

- Develop systems and processes necessary to create structure across finance, operations, and programs. Ensure systems and processes are flexible enough for application across Promundo's varied partners, projects, and global reach.
- Oversee Promundo's human resources, finance and technology function in partnership with the Executive Team and the Finance and Operations Team.
- In partnership with internal team members and consultants, utilize technology to streamline internal operations, programs, and meet the evolving needs of the organization
- Evolve current systems to plan and track program revenue and staffing assignments in partnership with the Vice President of Programs and Research, the Director of Finance and the Operations Manager
- Oversee, maintain and evolve organizational reporting and dashboards for leadership and board decision making

Organizational and Financial Leadership

- Provide strategic guidance and support on staffing, compliance, policy and leadership development, and financial health and planning
- Manage organizational communication systems and ensure that the workplace environment reflects organizational policies and values
- Serve as a central owner for all organizational reports and dashboards. Work with staff to ensure sufficient upkeep and data entry
- Liaise with the Executive Team and the board of directors in developing and executing on a long-term strategic vision for the organization that drives the financial health of the org, including a plan for diversified revenue streams and values-driven investments
- Model the organizational culture by demonstrating excellence and innovation, fostering collaboration, giving and receiving feedback openly and often, fostering diversity and inclusion at all levels, and maintaining a healthy sense of humor

CANDIDATE REQUIREMENTS:

The ideal candidate will possess the following qualifications:

- Strategic thinker who can analyze and synthesize large amounts of data quickly, particularly financial data, draw conclusions and define solutions
- Comfort navigating ambiguous information and crafting a stable but flexible operational plan and financial systems to make decisions based on those variables, ideally with experience in working with foundation, multilateral, governmental and corporate funders
- Systems thinker who understands the symptoms of a challenge and can design broad operational solutions
- An experienced leader who can onboard and train employees onto new processes and systems and drive adoption and accountability of those systems
- A superior written and oral communicator who can inspire people to action, and can effectively communicate complex messages

Job Announcement

Vice President of Operations, Promundo-US
Washington, D.C. June 2021

- A strong people manager, interested in developing the talents of those who they are supervising, with experience leading high performing teams
- Previous experience with a wide array of donors and financial reporting systems, including government contracts and grants (US and elsewhere), foundations, and corporate partners
- Financial management experience, including preparation of annual budgets, annual financial reports and experience liaising with auditing and accounting firms and subgrantees in diverse cultural contexts
- Committed to working with diverse communities, stakeholders and partner organizations in diverse country settings; additional language skills are a plus
- Strong attention to details
- Experienced in working with or in both nonprofits and private sector firms in the US and internationally
- 10+ years of leadership and management experience, including in financial leadership skills
- Enthusiastic about the mission of Promundo and commitment to putting our standards of gender equality and creating a diverse and equitable workplace, and alignment with the organizational values ([see here](#)).

Compensation

Salary range \$115,000-\$130,000. The position includes fully paid health insurance, four weeks paid leave (and supplemental parental and caregiving leave), and retirement benefits.

Start Date

Proposed starting date is August/September 2021.

To Apply

To apply, please send the following documents as **one single PDF file** labeled FirstNameLastName_VPOps no later than July 11, 2021, to jobs@promundoglobal.org:

1. Cover letter
2. Resume
3. Two professional references

In addition:

- Please write "Vice President of Operations" as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

Equal Employment Opportunity Statement

Please view this description as a general overview, but not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute and lead in this role, do apply. We want to hear from you!

Promundo-US is committed to creating and maintaining a diverse and inclusive working space for all employees and to providing employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin including ancestry, ethnicity, sex including pregnancy, gender, gender identity, gender expression, and transgender status, disability, alienage or citizenship status, military status,



Job Announcement

Vice President of Operations, Promundo-US
Washington, D.C. June 2021

including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.