

## **GIWPS Director of Policy & Programs**

### **Job Overview**

The Georgetown Institute for Women, Peace and Security (GIWPS) is seeking an experienced and enthusiastic Director of Policy and Programs to advance its mission of centering women in all global policy and debates on peace and security.

The Director of Policy and Programs will supervise the GIWPS Policy Team and lead the strategic development and execution of the Institute's policy advocacy strategy, which will involve using strategic outreach to shape the policy of governments and multilateral institutions, collaborating with frontline peacebuilders and connecting them with global decision-makers, and hosting high-level convenings to shift the conversation. Additionally, they will collaborate closely with the Director of Research and Director of External Affairs to ensure synergies across teams and advance an Institute-wide strategy.

This position will build and nurture relationships with governments, multilateral organizations, civil society and women leaders globally to ensure women's influence in multilateral fora, peace negotiations, and relief, recovery and reconstruction efforts. They will track, monitor, assess, and evaluate the impact of the Institute's outreach and engagement to advance UN Security Council Resolution 1325 and related resolutions.

An ideal candidate will have a strong track record of shaping policy, familiarity with Women, Peace and Security policy and debates, experience in managing multiple people, programs and grants, and a collaborative and can-do spirit.

### **Duties include but are not limited to:**

- In close collaboration with the Institute's Executive Director, direct and lead the Institute's vision and strategy to advance the Women, Peace and Security agenda across country-specific portfolios and wider thematic priorities.
- Design, convene, and lead engagements with global leaders and frontline peacebuilders in conflict affected and fragile states with an eye towards crafting policy recommendations directed at decision makers and other leaders, shifting options and highlighting under-appreciated impact and leadership.
- Help lead the Institute's strategy and programmatic priorities relating to the 25th anniversary of UNSCR 1325 (October 2025).
- In collaboration with others, translate research into policy-relevant talking points and other documents, and develop an advocacy strategy to disseminate new research to policymakers.
- Supervise the Policy team, composed of staff, consultants and students.
- Manage and implement a substantial budget, and liaise with current and potential funders to report on programmatic activities and impact, and to seek new funding.
- Represent the Institute in public and private settings with government officials, NGOs, funders, and other stakeholders.

### **Work Interactions**

- This position reports to the GIWPS Executive Director. The position leads a team and supervises the Policy Associate, Climate Policy Associate, MENA Policy Officer, Afghanistan Policy Officer, and related Student Assistants.

## **Requirements and Qualifications**

- At least 10 years of experience helping design and realize efforts to influence policies and views on relevant global affairs issues.
- Master's degree in a related field.
- Professional knowledge and experience working in the international affairs field and/or with governments, diplomatic missions, or multilateral organizations on issues related to human rights, women's rights, democracy promotion, conflict resolution, atrocity prevention, and/or state fragility. Familiarity with international laws, treaties and accountability mechanisms preferred.
- Experience convening leaders in civil society, government, and local communities. Experience working with high-level political and diplomatic leaders strongly preferred.
- Supervisory experience, preferably leading teams, and a track record of working collaboratively to generate impact.
- Ability to use independent judgment, and manage and impart information in an accurate, persuasive, concise, and professional manner.
- Project management experience including staffing, budgeting, performance measurement, and ensuring quality and timely deliverables.
- Strong writing, analytical and communications skills.
- Solid interpersonal and relationship management skills, and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Well organized and experienced managing multiple projects at once and competing demands.
- Ability to remain calm, work under pressure, and exhibit sound judgment in a fast-paced environment.
- Strong attention to detail and deadlines, and consideration and care of others, including Georgetown colleagues and external partners.

## **Work Mode Designation**

- This position has been designated as Hybrid. Please note that work mode designations are regularly reviewed in order to meet the evolving needs of the University. Such review may necessitate a change to a position's mode of work designation. Complete details about Georgetown University's mode of work designations for staff positions can be found on the Department of Human Resources website: <https://hr.georgetown.edu/mode-of-work-designation>.

## **Responsibilities**

### Policy and Program

- Shape policy recommendations for advancing the Women, Peace and Security Agenda.
- Organize and implement outreach and engagement strategies that advance the inclusion of women's voices in decision-making around the world.
- Organize and facilitate engagements with frontline peacebuilders around the world.
- Track, monitor, assess, and evaluate the impact of the Institute's outreach efforts to advance UNSCR 1325 and related resolutions.
- Oversee the implementation of grants in excess of \$2M and projects that elevate women's voices in peacebuilding.
- Respond to timely requests for intervention to ensure women's influence in multilateral fora, peace negotiations, and relief and recovery efforts.

- Work closely with the Research Director to ensure our research and advocacy efforts are coordinated for maximum impact.

#### Team Leadership

- Supervise the Policy team, composed of staff professionals, contractors and student assistants.
- Provide administrative oversight and management of team programs, budgets, and operations in conjunction with the Director of Operations.
- Serve as a thought partner with the Policy team and lead the generation of policy recommendations, programs resources, and the design and development of program operating goals, objectives, and protocols.
- Lead weekly team and individual meetings.
- Work with GIWPS leadership and other team leads on related initiatives across the Institute.
- Ensure the Executive Director is consulted on programs.

#### Strategic Oversight

- Manage staff in the strategic planning, implementation, monitoring and evaluation of all programming, including multi-year and high-level global programming.
- Oversee the budgeting and ensure responsible and accountable use of programmatic funds within the parameters of the department and grant requirements.
- Plan, develop, and implement strategies for identifying and generating funding and/or resource opportunities for advocacy activities, to include development of grant and other fundraising proposals.
- Represent GIWPS to internal and external constituencies.
- Create operating goals and strategic planning objectives for the Institute's policy and program portfolio; identify opportunities to enhance operations to fulfill program objectives outlined within the funding parameters of GIWPS's various donors.
- Create and utilize results measurement and performance evaluation processes that enable assessments of program effectiveness and learning to refine advocacy and programming.

#### Working Conditions and Physical Demands

- Occasionally required to move up to 10lbs of weight

#### Staff Supervision

- This position supervises 4 staff positions and may supervise additional student workers.

#### **Application**

Please submit a cover letter and resume to Sarah Rutherford at [sdr56@georgetown.edu](mailto:sdr56@georgetown.edu) with the subject line GIWPS Director of Policy & Programs.