



Brussels, 13th August 2021

JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of women politicians. Its mission is to increase the number and influence of women in political office. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The WPL secretariat is very international and works with women politicians and decision-makers around the world.

WPL is committed to achieving in its secretariat workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups, and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

WPL does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo reference checks.

Chief Operating Officer

Supports the development of WPL as a lasting institution that functions efficiently and effectively to meet the ambitious and evolving goals of pioneering WPL. In consultation with WPL leadership, outline a business and organisational development plan.

Responsibilities include: overseeing WPLs business operations ensuring it has effective operational and financial procedures in place. She/he will be responsible for the day-to-day administrative and operational functions of the organisation provides services such as Human Resources, legal advice, IT, and finance and budget management, overview, and forecast. The COO also provides reports, overviews, and data on the performance of the organisation and its different activities.

As a member of the Leadership Team, the successful candidate is flexible and can adapt to a growing organisation like WPL, also benefiting from her/his management and operations expertise in the nonprofit sector.

The jobholder will complement the work of the Managing Director in the organisation to ensure that the organisation has effective people, operational controls, and administrative and reporting procedures in place.



Responsibilities

Working in line with the organisation's direction, standards and to the best of their ability, the jobholder tasks include but are not limited to:

- Ensuring the execution of strategies developed by the WPL Board and leadership team, in line with the appropriate processes
- Overseeing day-to-day operations and keeping the WPL leadership apprised of significant events
- Support the organisation by ensuring the right resource mobilisation strategies are outlined and put in place and be responsible for donor and partners' management and reporting
- Outlines organisational performance systems in cooperation with the Managing Director and the rest of the organisation.

People Strategy

- Be attentive to the development of WPL and ensure the organisational structure constantly reflects its evolving needs, while ensuring the most efficient allocation of financial and human resources
- Support organisational development with the designing of the appropriate recruitment, selection, hiring, onboarding, training and performance management processes
- Define critical areas where domain expertise needs to be developed and a strategy for doing so (internal hiring, partnerships, etc).

Financial Sustainability

- Develop multiannual budget projections along with yearly operating budgets based on desired goals
- Ensure the development of the funding strategy to meet financial needs and identify key owners of this process
- Design budget management systems to conduct regular internal reviews and define ownership of budget management at different levels
- Support and complement the President and the higher management in resource mobilization. Oversees the effective execution of the organisation's fundraising strategies.

Legal, Governance, Compliance

- Define a compliance plan for the organisation and ensure it is supported by the need SOPs (board governance, legal/financial compliance)
- Communicating such strategies and policies to the WPL team
- Fostering team member alignment with goals
- Ensure technology is used on the front and back end to execute programs and function effectively as an organisation.

Skills



- Excellent leadership skills, entrepreneurial acumen and ability to effectively manage, lead and supervise a multidisciplinary team
- Excel at strategic thinking in particular when it comes to the best use of finite resources
- Be results-driven
- Be technically savvy
- Be creative, a visionary, and manage innovation well
- Have a track record of successful financial management
- Have the ability to delegate effectively
- Possess executive-level communication and influencing skills with the ability to resolve issues, build consensus among groups of diverse internal/external stakeholders, and have proven skills in negotiating and mediating conflict.

Education and Experience Requirements

- Bachelor's degree in business or a related subject
- Experience in an appropriate field of study to the mission of WPL is welcome
- Proven experience in leading business functions, operational excellence, strategic planning, etc
- At least five years of experience in a senior management role
- Experience working in a high-volume, fast-paced environment.

Successful candidates are not WPL employees, they have an independent status.

Physical presence in Brussels or Iceland is not required.

Candidates should send an email entitled Chief Operating Officer Application to recruitment@wpleaders.org with a CV and letter of motivation (each no more than one page of A4). Please indicate your earliest availability to start.

Only shortlisted applicants will be contacted.

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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