



**Date:** February 16<sup>th</sup> 2017  
**Position:** Organizational Development Manager  
**Location:** Washington, D.C.

**Background:** White Ribbon Alliance ([www.whiteribbonalliance.org](http://www.whiteribbonalliance.org)) is a global network of maternal health advocates campaigning for more resources and the right policies to prevent the deaths of women in pregnancy and childbirth, while holding governments and politicians to account for their promises of action.

### **Position Summary**

This position will be primarily accountable for providing leadership and coordination on areas of governance, organizational effectiveness, planning, accountability and learning for the Global Secretariat directly and with National Alliances. The Organizational Development Manager will report directly to the CEO.

### **Responsibilities**

- Lead specific initiatives on organizational strengthening and best practices across the Global Alliance
- Provide support to the National Alliance Council (Governing body), including overseeing National Alliance affiliation process and alignment of National Alliance strategic plans
- Provide support to National Alliance Boards of Directors
- Coordinate National Alliance sustainability and leadership initiatives
- Coordinate periodic reviews and monitoring of progress against global strategic plan
- Coordinate development of Global Secretariat annual plan
- Coordinate the internship program
- Supervise and support the work of one staff member (Administrative Officer), as well as interns and consultants as required

In 2017, the Organizational Development Manager will play a leadership role in initiatives including planning for a global alliance meeting and carrying out a global strategic planning process

### **Other**

- Work collaboratively with other areas of the organization to achieve the WRA's overall strategic objectives
- Perform other duties as required
- Travel up to 10% of the time

### **Mission critical competencies: specific to this role**

- Organizing: Can marshal resources (people, funding, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently



- Process management: Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can simplify complex processes
- Relationship Building: Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally

#### **Critical behavioral competencies to all WRA roles:**

- Commitment to WRA's mission, vision, values and theory of change
- Self-awareness: Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism, isn't defensive
- Agile Learner: Open to change; experiments and will try anything to find solutions; enjoy the challenge of unfamiliar tasks
- Self-development – is committed to, and actively works to continuously improve him / herself
- Cross-functional and cultural collaboration: Manages and collaborates with cross-functional and cultural teams to establish and achieve common objectives.
- Developing & sharing best practices: Promotes collaboration, sharing and use of communications best practices throughout the organization
- Priority Setting and tenacity - spends his/her time and the time of others on what's important; remaining focused on executing the organization's objectives and strategies
- Administratively self-servicing and IT literate

#### **Skills and experience**

- A minimum of 5 years of professional experience in key topic areas
- Strong theoretical and practical knowledge and experience in capacity building and organizational development
- Proven track record of affecting change in organizations across a range of operational areas
- Strong attention to detail and demonstrated project management experience; ability to effectively coordinate multiple tasks/projects and meet aggressive time frames
- Excellent communication skills, including written, verbal, and active listening

#### **Contact:**

Interested candidates should email their resume, cover letter and short writing sample to [hr@whiteribbonalliance.org](mailto:hr@whiteribbonalliance.org) with the subject line: WRA Organizational Development Manager. No phone calls please.

Please note that qualified candidates must hold legal status and authorization to work in the U.S.

**Applications are due by March 12, 2017**