

Posting Date: January 1, 2009

ADMINISTRATIVE DIRECTOR POSITION AVAILABLE

**NY Secretariat
Williamsburg, Brooklyn**

The NY Secretariat seeks an experienced and energetic Administrative Director to work directly with the Directors of two collaborating global women's networks based in Williamsburg, Brooklyn, The Huairou Commission and GROOTS International, with a budget in excess of 1.3 million and a NY office team of twelve full and part-time workers. This is an exciting opportunity for an experienced, committed and skilled social justice activist to provide organizational management and support that facilitates the empowerment of grassroots women.

The Huairou Commission (HC) is a global partnership coalition of networks, institutions and professionals that share a commitment to expanding the decision-making roles and resource base of grassroots women's community development organizations. Organized according to thematic campaigns, HC members and partners cooperate to support and highlight innovative community practice, promote program and policy changes that reward women's leadership, and build relationships among grassroots women's groups, development professionals, policy makers and government officials.

GROOTS International, a founding member of HC, is a peer network that links grassroots women's groups and partnering NGOs working in poor communities around the world to forge a movement that gives voice and power to grassroots women's local visions and initiatives. GROOTS thematic and capacity building programs employ peer learning exchanges, documentation, leadership support, and group-group technical assistance to expand and strengthen grassroots leadership and put grassroots women leaders center stage in the decision-making processes affecting their lives—local to global.

Reports to: The Huairou Commission and GROOTS International Directors

RESPONSIBILITIES:

Grant Writing and Administration

- Oversee grant administration including reporting calendars and timely preparation and submission of funder reports (per each donor's guidelines)
- Ensure timely communication with donors and partner institutions
- Research and develop general support proposals
- Identify and contact potential institutional funders and private donors

Executive Support

- Liaise with Senior Program Staff and Field Program Advisors on grant/program administration, to strengthen communication and information exchange between secretariat staff, network and board members, and to ensure regular monitoring and evaluation of activities
- Communicate with network board members and field staff to share and gather information for annual reports, strategic planning meetings, and other key activities
- Monitor budget, financial records and cash flow, reporting status regularly to Directors
- Liaise with financial, program staff, and consultants to ensure the preparation of quarterly financial statements for internal review and other fiscal reports as needed

Office Management

- Oversee maintenance and smooth functioning of office environment (reception, phones, copying, faxing, filing, mailings, equipment functioning, general upkeep and orderliness, responding to outside requests for information)
- Supervise on-site staff, interns and volunteers
- Analyze current systems and procedures for efficiency/best practices and establish organizational framework for computer and hard-copy filing systems
- Ensure organization's database, calendar and website postings are current

Human Resources

- Develop and manage personnel policies
- Maintain personnel records
- Negotiate and monitor employment agreements and other contracts as needed

QUALIFICATIONS:

- 3+ years administrative and direct, applied experience in social change or social justice work
- Experience supervising staff and supporting executives
- Experience working with donors
- Especially strong written and verbal communication skills
- Demonstrated ability to organize, streamline and delegate tasks, and manage and navigate multiple projects
- Knowledge of non-profit financial compliance requirements, financial accounting practices, computer accounting systems, and proven ability to read and interpret financial reports
- Computer proficiency (expertise with Quickbooks and Excel a plus)
- Self starter with a team orientation
- Flexible, with a sense of humor

HOURS: Full-time position (35 hours per week, flexible between a 9:30 am-6:00 pm framework)

LOCATION: Williamsburg, Brooklyn, NY (Some offsite/home-based work may be possible)

COMPENSATIONS: \$40,000 / no health benefits; other benefits to be negotiated at hiring

STARTING DATE: Position open immediately, to start late January 2009

A minimum one-year commitment is sought. We welcome applications from those with experience in faith based/church centered work focused on women's grassroots development or in grants administration with small progressive foundations.

TO APPLY:

Please send a cover letter, resume and contact information for 3 professional references (in WordXP or PDF format) by January 17, 2009 to Administrator Search Committee, adminsearch08@gmail.com. Please write "AD APPLICATION" in subject line.

No telephone inquiries. All qualified candidates will be considered.

For more information, visit these web sites:

www.huairou.org
www.groots.org