



## POSITION DESCRIPTION

### INTERIM DIRECTOR OF PROGRAMS

Effective: Aug 3, 2021

#### ROLE PURPOSE

International Rivers (IR) works to protect rivers and the rights of communities that depend on them. Working with an international network of dam-affected people, grassroots organizations, environmentalists, human rights advocates and others who are committed to stopping destructive river projects and promoting better options; IR has expertise in big dams, energy and water policy, climate change, and international financial institutions. We support partner organizations and dam-affected people by providing advice, training and technical assistance, and advocating on their behalf with governments, banks, companies and international agencies.

International Rivers works at the intersection of the environment, human rights, and social justice. The Director of Programs is an important member of the International Rivers team who is primarily responsible for leading and coordinating the work of our regional programs in Latin America, Africa and Asia, as well as our organizational and global campaigns. The Director of Programs sits on the Management Team of International Rivers and works closely with the Executive Director, the development, communications, finance and operations functions and external partners to ensure that the organization meets its strategic and operational goals.

#### ROLE DIMENSIONS

**Status:** Full Time for 12 months (maternity leave cover, with possibility of extension).

**Salary range:** Competitive for a senior management role in a non-profit, contingent on geography, experience

**Location:** Open, with preference for location in one of our regional offices in Brazil, South Africa, Delhi or Bangkok.

**Reports to:** Executive Director

**Reporting to this role:** Regional and Global Program Directors.

**Travel:** 10-20% -- Up to several times a year to regional locations, head office in California.

#### ROLE RESPONSIBILITIES

Responsibilities for this position fall into three primary categories: Strategy, Leadership, Management.

## **Strategy**

- Lead development and implementation of the annual program plan ensuring effective budgeting and prioritization.
- Collaborate with the Management Team on the overall strategic coordination of the organization's work
- Provide oversight and support to development and implementation of regional and global campaigns and strategies.
- Keep abreast of developments within the field and undertake regular analysis of important developments affecting rivers.
- Lead and manage strategic planning including annual work plans and program priorities.
- Lead the team to provide high quality analysis and research, as required to support advocacy.
- Support the programs and development team to develop high impact grant proposals, ensuring strategic alignment of their work to organizational priorities.
- Lead monitoring, evaluation and learning and review the MEAL strategy with program teams.

## **Leadership**

- Identify, cultivate and manage relationships with strategic partners to support scaling up of funding and program implementation.
- Lead teams to identify, negotiate and work with partners for campaign implementation.
- Act as senior representative of International Rivers with external audiences.
- Provide active public communications and communication support for our programs.
- Lead the organization's collaboration with a global network of social movements and civil society groups; building relationships with other interest groups.
- Participate in meetings and report regularly to the Board, soliciting their strategic inputs and supporting their contributions to organizational fundraising.

## **Management**

- Line management of senior program staff, leading an overall organization of approximately 20 people
- Oversee the design and implementation of campaigns, ensuring that planned activities are prioritized, achievable, delivered on time, within budgets and to high standards. Provide overall support and coordination to regional and global programs.
- Conduct regular meetings to keep abreast of regional and global programs work, progress, to ensure strategic direction and risk management. Intervene to take corrective action where necessary.
- Work with the CFO to undertake financial oversight of programs, and the Communications Manager to oversee program communications efforts.
- Participate in the organization's Management Team with shared responsibility for strategic planning, personnel, governance, policy development and budgeting.

- Work closely with the Director of Philanthropy to provide fundraising support for programs and the organization as a whole with particular focus on underfunded programs, in conjunction with the Development team and program directors.
- Work with program directors to plan for and allocate human resources across programs.
- Set and monitor performance and personal development objectives for Program Directors and other direct reports.
- Provide inspiring and motivational leadership that enables staff to deliver excellent work.

## KEY PERFORMANCE INDICATORS

- Positive, collaborative and productive relationship with International Rivers staff
- Positive relationships with partners including funders
- Increased engagement and collaboration between staff across regions. Increased funding for the programs.
- Increased visibility and acknowledgement of our work and the International Rivers brand locally and internationally.
- Achievement of planned campaign objectives.
- Production of high-quality research and information products
- Projects are well designed and managed to their successful completion.
- Increased Foundation grant funding

## QUALIFICATIONS, SKILLS & EXPERIENCE

- Degree or Master's degree in social sciences, environmental management, or other relevant field, or equivalent experience
- 10 years minimum in leadership position, including experience working in a not-for-profit environment
- Experience developing and implementing organizations' strategies
- Excellent program and campaign leadership skills; including the ability to work with a wide range of partners from communities to high level officials
- Experience working in various regions preferably in the Global South.
- Experience supervising and mentoring personnel
- Outstanding written and oral communication skills
- Written and verbal fluency in English required; additional languages preferred.
- Strong knowledge in human rights, environment issues, development sector
- Strong networks in environmental / social justice sector

## COMPETENCIES

- Strong collaborator - Works effectively with small and diverse teams to achieve results. Values and builds effective relationships with all types of stakeholders and team members
- Excellent communicator - able to present with a confident and compelling message to members, sector leaders, stakeholders, board.

- Agile strategic thinker - able to develop and deliver on strategic goals and agile enough to adapt strategy as needed to respond to new information or needs.
- Leadership - Leverage the strengths of others to achieve common goals, use interpersonal skills to coach and develop others, and organize, prioritize, and delegate work. Having a positive, open, responsive, approach.
- Language - Beyond English, fluency in any of the major languages in the regions in which we work is a plus.

## SALARY AND BENEFITS

The salary is competitive and commensurate with experience. International Rivers offers excellent benefits.

International Rivers is an equal opportunity employer, and offers a stimulating, casual and flexible work environment. We strongly encourage women, Indigenous people, people from the Global South, people with disabilities, LGBTQ+ candidates and people from other underrepresented groups to apply.

## HOW TO APPLY

All applications should consist of a CV, a separate cover letter, and a writing sample. Please direct applications and enquiries to [jobpost@internationalrivers.org](mailto:jobpost@internationalrivers.org) with “Director of Programs - YOUR NAME” in the subject line. Submissions by August 15 receive first consideration.