Job Posting – Charity & Security Network (C&SN)

Position Title: Director (100% FTE)
Reports to: C&SN Executive Committee
Location: Washington, DC

The Charity & Security Network (C&SN) is seeking a Director to lead its growing work at the intersection of nonprofit rights and national security. Now in its 11th year of operation, C&SN brings together diverse stakeholders in the global nonprofit community to promote and protect civil society space and address (the intended and unintended effects of?) counterterrorism measures that hinder or prevent charities and donors from delivering critical, life-saving work around the world.

The ideal candidate will be an experienced advocate and policy analyst with knowledge of how the legal and regulatory environment is impacting CSN’s members and the nonprofit sector globally. Strong interpersonal and written and oral communication skills are essential. A track record of programmatic leadership with teams and networks of partners, and proven success in fundraising are also required.

Salary range is $100,000 to $125,000. Comprehensive benefits are included. Candidates must be eligible to work in the United States.

To apply please email your resume with references, a cover letter and short writing sample to CSNDirectorApps@gmail.com. Applications will be reviewed on a rolling basis. Anticipated start date is spring 2020. You will be contacted if selected for an interview.

Job Description

The Director is responsible for overall operation and effectiveness of C&SN, from our education and advocacy efforts, support to members to institutional fundraising and management of our small, highly skilled and dedicated staff. S/he/they ensures that the diverse stakeholders within the nonprofit sector are provided with the logistical and technical support needed for them to work together effectively. In addition, the Director represents C&SN in the public, media, with public officials and donors. These responsibilities are carried out pursuant to the direction, goals and objectives established by the Advisory Board. Staff, board and membership work in a collaborative environment.

Specific responsibilities include:

Mission and Strategic Planning
- Work with the Advisory Board and Membership to carry out the Network’s mission and vision and establish short and long-term goals.
- Draft and oversee implementation of an annual workplan that reflects the Network’s priorities and goals.
Monitor and evaluate the Network’s and effectiveness.
Keep the Advisory Board and membership informed about trends, issues, problems, and activities in order to facilitate policymaking. Recommend policy positions to the Advisory Board.

Financial
• Manage fundraising program, including grant writing and reporting and funder relations.
• Build dues-paying membership program.
• Develop the annual budget, monitor spending and assist NEO Philanthropy with financial reporting.

Membership Relations and Outreach
• Connect the Network to peacebuilding, humanitarian, human rights, civil liberties organizations and broader charitable community.
• Initiate, develop, and maintain cooperative and productive relationships with key constituencies, including policy makers, the regulatory and enforcement community, compliance professionals.
• Serve as the chief spokesperson for the Network.

Advocacy
• Implement advocacy campaigns, represent C&SN in meetings with government officials and relevant multi-lateral bodies, coalitions and networks and with the press.
• Assess C&SN policy outcomes to identify successful advocacy and messaging tactics.
• Track and coordinate outreach efforts to Congress, the administration, other organizations.

Research and Education
• Identify research projects as needed, secure resources and oversee production of research projects, reports and educational materials.
• Make presentations and events and conferences.

Management & Administration
• Manage C&SN’s relationship to its fiscal sponsor, NEO Philanthropy, Inc.
• Provide general oversight of all Network activities, manage the day-to-day operations.
• Assure program quality and organizational stability.
• Ensure support for and facilitation of the Advisory Board, Executive Committee and thematic Working Groups.
• Oversee small staff, manage work of consultants and assure a work environment that recruits, retains, and supports quality staff.