



INTERNATIONAL ACTION NETWORK
FOR GENDER EQUITY & LAW

Interim Executive Director

June 2017- TBD

The International Action Network for Gender Equity & Law (IANGEL) is looking for an interim Executive Director (ED) to guide, shape, and grow this dynamic women's rights non-profit while our ED is on leave. The ideal candidate will have prior non-profit leadership experience, legal training or experience working with lawyers, exceptional organizational and communications skills, and the ability to work effectively with the legal and human rights communities.

The interim ED will work with our active Board of Directors on strategic planning and execution in this our exciting fifth year. Duties include hands-on responsibility for IANGEL's program and management, maintaining and building connections with partner organizations and projects, maintaining and building our network of volunteer legal resources, deepening engagement with law firms and pro bono counsel, and creating, managing and executing an effective strategy for communications and development.

About IANGEL

Founded in 2013, IANGEL is a 501(c)(3) nonprofit, dedicated to harnessing the power of pro bono legal services and connecting it to the cause of gender equality and justice. We operate by mobilizing our legal network to provide pro bono legal services to organizations, communities, and individuals locally, nationally, and around the world. IANGEL is a cutting-edge organization, expanding the concept of pro bono work to secure human rights for women and girls through pro bono legal services, research and analysis, education, and advocacy.

IANGEL is based in the San Francisco Bay area, with board members locally and in Seattle and Milwaukee, and a network extending across the United States and around the world.

Key Responsibilities

Build and Sustain Programmatic Work (70%)

The interim ED will oversee all IANGEL operations, ensuring IANGEL maintains and deepens engagement within the legal community, and connects effectively with volunteers and project partners to accomplish its mission.

- Serve as chief strategist, in close coordination with the Board, for maintaining and developing partnerships with law firms, businesses, international organizations, and NGO's to advance the IANGEL mission;
- Develop, plan and execute programs, including special events and co-sponsored events and a multitude of projects with domestic and international partner organizations;
- Identify, establish, maintain and deepen relationships with law firms and legal pro bono coordinators;
- Develop and execute key metrics for evaluating and deepening impact to promote gender equality;
- Actively engage, coordinate, and energize IANGEL's volunteers, partner organizations, board members, and funders.

Coordinate and Supervise Communications and Development (15%)

The Interim ED will implement IANGEL's communications and development efforts.

- Develop, oversee, and implement plans for communications and development;
- Develop and execute an updated communications strategy across multiple platforms including social media, and outreach packages for various audiences;
- Manage communications with existing donors, and create and implement a new membership plan to grow the donor and volunteer base;
- Oversee grant proposals, corporate partnerships, and reporting to donors;

- Assist with hiring and supervising a Communications and Development Specialist.

Management and Governance (15%)

The interim Executive Director will be the organization's primary liaison with the Board of Directors.

- Serve as ex-officio member of Board of Directors
- Organize Board activities and meetings in collaboration with the President and/or Executive Committee
- Report on programs, finances and operations, and table key decisions for Board consideration at monthly board meetings.
- Ensure smooth and competent administrative operations, including budget and financial systems, record keeping, database management, and correspondence with donors.
- Meet regularly with the President and/or other Board members on strategy, priorities, and progress.

Qualifications

The interim Executive Director must be thoroughly committed to IANGEL's mission, and have keen ability to lead and execute strategic planning and relationship management. Qualifications include:

- Prior management or leadership experience with the ability to set and achieve strategic objectives, manage a budget, and grow a nonprofit
- Background in law and women's rights work, connections within the legal community, and understanding of law firm environments and pro bono legal services
- Strong public relations, marketing, and/ or fundraising experience with the ability to engage a wide range of stakeholders; experience with major donors and donor database a plus
- Rigorous organizational skills, adaptable, and versatile
- Enthusiasm for building a global legal network to protect and promote women's rights
- Outstanding written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
- Unwavering commitment to quality programs and data-driven program evaluation
- Ability to manage diverse support relationships, and collaborate effectively with lawyers and activists
- Passion, idealism, integrity, positive attitude; mission-driven and self-directed
- Strong tech skills, with the capacity to quickly learn and master new systems. Experience with Wordpress and Neon database a plus.

Workplace and Benefits

This is a full-time position based in the San Francisco Bay area, workplace negotiable. The salary range is \$45,000–\$57,000 depending on experience and benefits required. We provide accrued paid time off and holidays, and health care coverage is available. IANGEL is an Equal Opportunity Employer, Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

To Apply

Please send resume, cover letter, and references to mary@iangel.org. Please let us know what would make you an exceptional candidate for the position, and what about IANGEL's mission resonates with you. Priority will be given to resumes received by **June 9th, 2017**. Position open until filled.

For more information about IANGEL, visit iangel.org, visit our Facebook page and Twitter feed: [@Intlangel](https://twitter.com/Intlangel).