

Director of Programs - Position Description

Job Opportunity and Title: Director of Programs, Lawyers Without Borders
Reports To: Executive Director

Job Description

This is an extraordinary opportunity for an experienced manager to grow and further develop a proven program. This Director position will be part of a dynamic, high-performing, and collaborative executive management team. In this newly established role, the Director of Programs will oversee project managers, including contractors, finance professionals, and volunteers to ensure projects are completed on time and within budget. The Director will help draft and submit grant proposals and measure and evaluate progress. The Director will also help lead on developing and maintaining LWOB's relationships with key programmatic stakeholders, such as our government funders, law firms, civil society, and other key international stakeholders. The Director will travel periodically to the region to support program efforts and represent LWOB in external engagements.

Responsibilities

Leadership

- Design and measure innovative global rule of law projects and research.
- Coordinate teams to ensure that work is completed on time and within budget.
- Develop milestones, manage budgets, and monitor finances.
- Work closely with the Executive Director, Development partners, staff, and other partners to grow our network of partners and funders, including law firms, foundations, US government funders, and multilateral donors.
- Knowledge of creating and implementing monitoring and evaluation to ensure programs of high impact and efficiency.

Team Management and Development

- Develop and implement a system to evaluate the skill, experience, and professional development needs of all staff.
- Help recruit, hire, and oversee training and orientation of programmatic staff members.
- Cultivate and maintain relationships with our pro bono network, private foundations or federal government funders, including grants.
- Develop and implement strategies and processes.
- Implement professional development program to develop employee experience and fill gaps.
- Work with staff to develop objective performance measurements across all sites, to ensure consistent, high-quality evaluation and goal setting for all employees.
- Instill a sense of accountability among team members by modeling tight oversight of individual and organizational performance standards.

Program Operational Management

- Coordinate with project managers for ensuring efficiency.
- Creating milestones for each project over a period of time.
- Drafting budgets to ensure that projects' expenses stay within the limit.
- Review proposals for approval or denial.

- Maintain and monitor resources for projects.
- Track and find gaps in actual and planned efforts.
- Handle compliance with grant requirements, reporting, and evaluation.
- Oversee LWOB grants portfolio and develop strategy for future programs.

Qualifications

- Interested candidates should have graduate training (e.g. Master's degree or Juris Doctor) in fields relevant to our work;
- 10+ years of management or supervisory experience.
- 10+ years of project management experience in relevant areas such as international human rights law, transnational organized crime, and trial advocacy, with experience in Africa preferred.
- In-depth knowledge and insight into competitive grants process, developing grants, and managing grants of significant scale, including, grant program administration, adhering to strict deadlines, and frequent grant proposal status updates.
- Strong leadership and management skills to handle complex, multifaceted projects.
- Proficient in using technology as an evaluation and management reporting tools.
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance.
- Excellent organizational, management, and communication skills, with exceptional attention to detail.
- Personal qualities of integrity, credibility, and a commitment to and passion for LWOB's mission.
- Fluency in English (Spanish or French is a plus).
- Fundraising experience is preferred.

Representative Benefits

Health insurance, Retirement Saving Plan, Flexible work (hours and location), relaxed dress code, paid time-off and holidays, floating holidays, hybrid work environment, and bonuses (discretionary).

For consideration, please submit your resume, a cover letter, and one writing sample in English to jobs@lwob.org and indicate the position and last name in the subject line. No phone calls, please. The position will be open until filled.

About Us

Lawyers Without Borders is a not-for-profit 501(c)(3) corporation whose mission is to advance global rule of law, build capacity and integrity in the world's justice sectors, and support transitions and development. We develop programs and materials that improve access to justice guided by a mandate of neutrality and independence. We work closely with lawyers, judges, and members of the law enforcement community around the world to fulfill our mission through creating human rights strategies, conducting neutral observation of trials, and capacity and technical assistance. Judges and lawyers from around the world devote thousands of hours of pro bono service to our programs around the world.

LWOB provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.