The Organization:

Inspired by the Jewish commitment to justice, American Jewish World Service (AJWS) works to build a more equitable world by supporting community-driven change in Africa, Asia, Latin America and the Caribbean and by advocating in the United States for foreign policies that prioritize human rights and democratic norms.

Through philanthropy and advocacy, we provide financial support and build strong partnerships with activists, organizations and social movements facing complex global challenges – from authoritarianism, to attacks on women's and LGBTQI+ rights, to climate change and humanitarian crises. Working at the intersection of Jewish values and global issues, AJWS's grass-rooted human rights approach is making demonstrable change in the lives of hundreds of millions of people around the world.

Change-making Strategies:

To promote lasting change, AJWS funds and strengthens grassroots and global human rights organizations – with the understanding that the people who are most affected by problems are best suited to address them. We also advocate for U.S. and international laws and policies that help overcome injustice; we conduct research to learn about and strengthen our work and advance the field of human rights; and we use strategic communications to amplify our grantees' voices and those of our supporters to influence policymakers in the U.S. and around the globe.

In 2020, AJWS supported 519 grassroots organizations in 18 countries, enabling them to continue and expand their work to build a more just and dignified world for the most vulnerable people on earth.

AJWS grantees work tirelessly to advance sexual health and rights for women, girls and LGBTQI+ people. They promote civil and political rights to amplify the voices of poor and persecuted minorities. They defend the land and water rights of indigenous communities most affected by climate change. And they aid vulnerable communities in the aftermath of devastating natural disasters and humanitarian crises.

But they don’t work alone. AJWS funds constellations of organizations that are working on the same issues—both within countries and across borders. Our AJWS experts in each country work closely with our grantees to help them build skills and grow. We then bring like-minded groups together so they can collaborate, learn from one another and launch ambitious collective campaigns—movements—for justice.
**The Role:**

- **Location:** New York, NY
- **Reports to:** Vice President for Programs
- **Reports:** Directly manages Associate Director, International Operations and Program Officer, Humanitarian Response; co-manages a Program Associate.

**Position Summary:**

Under the direction of the Vice President for Programs, the Associate Vice President for Programs (AVP) is responsible for the oversight of the Programs Division's (PD) international operations, ensuring that the Programs achieve maximum impact with seamless support.

They additionally oversee AJWS's Humanitarian Response grantmaking portfolio, including strategy development and execution, grantmaking and team management.

This leader serves the evolving and growing operational needs of a complex, global grantmaking and advocacy division. They are responsible for providing overall staff leadership, management, and operational effectiveness, including strong coordination across the division and organization.

The AVP manages a team of programmatic, grants management and administrative professionals and co-leads AJWS's senior programs leadership team. Serving as the Vice President’s deputy and as an ambassador for the organization, they will represent AJWS externally and with staff, and collaborate closely with Finance, Risk Management (RMAS), Human Resources, IT, Development and Communications.

**Key Responsibilities:**

Responsibilities include but are not limited to:

**International Operations:**

- Ensure that operations functions are optimizing support to in-country offices, staff and consultants and operating efficiently.
- Incorporate and adopt best in class process improvements to key operations functions.
- Work with the Programs Leadership Team and Program Associates to identify and fill administrative gaps across the division.
- Oversee the development of the Programs Division budgets and develops systems in partnership with Finance and IT to track restricted funds and budget spending.
- Ensure that the departmental budgets are aligned with strategic goals and monitors spending to ensure grants spend down compliance.
- Serve as the Programs Division liaison with F&A, specifically working closely with Risk Management, IT and Finance to create processes and policies that are responsive to Programs Division and organizational needs while maximizing efficiencies.
- Work closely with RMAS to ensure that safety and security trainings, policies and systems are responsive to in-country teams’ needs.
**Grants Management:**
- Oversee a team of grants managers who administer AJWS's core grantmaking to over 500 community-based organizations totaling approximately $18 million, and donor advised funds (DAF) totaling approximately $2 million.
- Oversee a team responsible for all legal and grantmaking compliance and relationship management with DAF colleagues.
- Responsible for grants-related information management, including oversight and management of the grants management database.

**Humanitarian Response:**
- Lead the AJWS Humanitarian Response department including strategy development and implementation.
- Oversee organization-wide response to COVID-19 including strategy development and implementation, data collection, communications, and fundraising.
- Review and approve grants, ensuring that they are aligned with strategy.
- Represent AJWS as a thought leader among colleagues and networks including advisory boards, in the fields of humanitarian response, human rights and philanthropy.
- Support the organization's fundraising efforts by developing content for and participating in donor engagement programs; developing grant proposals with Institutional Grants colleagues; contributing content and input for proposals and reports, and nurturing relationships with AJWS donors.
- Support the organization's communications efforts by writing, editing, and contributing to promotional pieces, op-eds, and blogs.

**Management & Leadership:**
- Supervise staff working in operations, grants management and humanitarian response including coaching and developing new managers.
- Work with Programs Division staff including directors, program officers and in-country consultants to troubleshoot management challenges.
- Work with the Vice President for Programs to continue to build out the Division's leadership agility and capacity for continued change-management.
- Partner with Leadership Team members to establish and implement divisional priorities.
- Coordinate and run Programs Division and Leadership Team meetings and retreats that address key divisional issues and focus on team building and management.

**Skills & Experience:**
- 15 years of programmatic work experience at a non-profit organization, foundation, international development or human rights organization
- 10 years of global staff management experience including management of remote staff
- Experience managing and coordinating large, complex budgets
- Strong commitment to the mission of AJWS
- Grantmaking experience a plus
- Excellent project management skills with a desire and propensity toward systems thinking and the ability to see and address issues quickly
- Working understanding of humanitarian response, human rights norms and practices, global development theory and/or grassroots social movement building
- Ability to coordinate several projects simultaneously and manage multiple priorities in a fast paced and changing environment
- A team player, who uses a collaborative approach to working with internal and external colleagues to maximize the effectiveness of projects and programs
- Ability to manage data, is comfortable with databases and is able to develop, implement and oversee budgets
- Excellent verbal and written communication skills, including excellent public speaking and presentational skills
- Strong interpersonal, teamwork and communication skills
- Flexible work style and interest in being a part of a dynamic and evolving organization;
- Self-starter and independent thinker
- French or Spanish language skills preferred
- Willingness to work occasional evenings and weekends and to travel domestically and internationally several times a year
- Authorization to work in the US is required

**Education:**
- BA/BS or equivalent required,
- Graduate degree in relevant field preferred

**AJWS Additional Considerations**

*Black, Indigenous and People of Color; Lesbian, Gay, Bisexual, Intersex, Trans and Gender non-conforming people; women; and differently abled people are encouraged to apply. We also encourage applications from people of diverse religious, spiritual and cultural backgrounds.*

*As an organization committed to promoting social justice around the world, it is essential that we incorporate a diverse, equitable and inclusive lens into all aspects of our work at AJWS. We encourage applicants with a global perspective and a commitment to values around diversity, equity, and inclusion to apply.*

**To learn more about this opportunity, please contact:**

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