



# PODER SEEKS A CO-EXECUTIVE DIRECTOR

**New deadline: September 30, 2019**

**Compensation: 5,385 USD per month plus superior benefits**

The Project on Organizing, Development, Education, and Research (PODER) opens the hiring process for a Co-Executive Director, **a position responsible for planning, leading, and managing the organization's strategies and actions, within a shared leadership model.**

## About PODER

PODER is a regional not-for-profit, non-governmental organization. Our mission is to improve corporate transparency and accountability in Latin America from a human rights perspective and to strengthen civil society stakeholders of corporations as long-term accountability guarantors.

Our vision is of a Latin America where the citizen sector is sufficiently powerful so as to be able to engage the public and private sectors in horizontal accountability relationships to ensure democracy and democratic economies.

Are you passionate about human rights and social justice? Do you have experience in the field of corporate accountability? Do you want to work in an innovative organization? Are you strategic, creative, and able to inspire others?

You could be the next Co-Executive Director of PODER!

## The position

The general responsibilities of the Co-Executive Director are:

- **Strategic definition and high-level leadership:** Evaluate options and opportunities based on external context and changes, and generate effective strategies consistent with the institutional vision and values.
- **Planning, monitoring, and evaluation:** Define goals and strategies, create action plans, evaluate processes and results, and ensure the fulfillment of planning and implementation of ideas that arise within the organization.
- **Supervision and strengthening of teams and processes:** Motivate, inspire, delegate, trust, support, stimulate team growth, facilitate collaboration, and ensure good internal communication; generate unity and enthusiasm among team members and positively influence others to achieve desired results.
- **Fund-raising and financial sustainability:** Prepare and implement fund-raising strategies to ensure that the organization maintains and expands its financial resources and that these are used effectively, transparently, and in actions linked to the strategic vision.
- **External communication and institutional representation:** Act as spokesperson and conduct other representational activities before diverse actors (media, allied organizations, public officials, business representatives, etc.); advocate for and position issues in the public agenda.
- **Strategic relationships:** Catalyze, build, and sustain strategic relationships and alliances with diverse actors both nationally and internationally, including donors.
- **Participation and coordination with internal governance bodies of the organization.**

## **Who are we looking for?**

We are looking for someone to lead, together with the current Co-Executive Director, a multi-disciplinary team of approximately thirty people. The new Co-Executive Director must have an excellent capacity for strategic thinking, political analysis, engagement, advocacy, communication, and institutional representation. Fund-raising experience is required as well as fluent oral and written Spanish and English.

### **Minimum requirements:**

- At least seven years of experience in a leadership role, managing teams, preferably with a civil society organization or social movement focused on accountability, transparency, human rights, the environment, or social justice.
- Proven experience with strategic thinking and vision, and strategic, clear, and timely decision-making on behalf of an organization.
- At least three years of life and work experience in Mexico and Latin America, plus knowledge of the political, social, and economic context of the region, particularly Mexico.
- Proven experience developing financial sustainability strategies and fund-raising.
- Availability to work full-time, in Spanish and English, and availability to travel.

In addition to these requirements, you could be PODER's next Co-Executive Director if:

- You have a genuine interest in and experience with corporate transparency and accountability issues, human rights, and economic and social justice.
- You have capabilities, knowledge, and experience in grassroots or rank-and-file work, community organizing, and/or land and territorial rights work.

- You are committed to equality and diversity, and have a clear analysis of power and privilege.
- You are committed to the creation of collective power and a shared leadership model.
- You are ethical and transparent, able to understand ethical practices grounded in human rights, and ensure that your behavior and that of the rest of the organization align with these standards and principles.
- You are creative and innovative about developing new ways to improve the work of the organization and create new opportunities for impact.
- You are open-minded and empathetic, know how to listen, and establish empathetic relationships with our team and other actors.
- You know how to promote teamwork, and work cooperatively and effectively to set goals, solve problems, and make participatory decisions.
- You are flexible, adapt easily, versatile and tolerant, know how to work in a changing environment.
- You possess strong interpersonal and communication skills with diverse actors.
- You know how to identify and solve problems, evaluate causes and implications, process relevant information, generate possible solutions, and act effectively.
- You are organized, know how to set priorities, pay attention to details, achieve established goals, and organize our work internally.
- You have curiosity and the ability to learn new things quickly.

- You are confident in yourself, clear about your abilities, and humble about your needs for learning and growth.

## **The process**

This job announcement will be open from July 22 to September 30, 2019. The process will include an initial review of applications by the Transition Committee (composed of four members of the Board of Directors), which will then conduct a first round of interviews (by video-conference) on October 7, 8, and 9, 2019. The current Co-Executive Directors will provide recommendations to the Transition Committee about the candidates selected for interviews.

Once the first round of interviews has been completed, the selected finalists will advance to a final round of interviews to be conducted in person by the Board of Directors, in Mexico City, on November 22 and 23, 2019. The finalist selected for hire will join the team no later than December 31, 2019.

## **How to apply**

Please send the following documents to [recruitment@projectpoder.org](mailto:recruitment@projectpoder.org) by September 30, 2019.

1. Full and updated CV.
2. Letter explaining why you would like to become a Co-Executive Director of PODER.
3. At least two documents (in written, audio, or video format) that attest to your previous and relevant work experience, analytical abilities, and experience as a spokesperson. One of them must be in English.

4. A text of no more than two paragraphs answering the following question: How would you describe your ideal shared leadership model and how would you contribute to this model?

5. Three professional references.

We will not accept telephone calls, please. Only shortlisted candidates will be contacted.

PODER guarantees equal employment opportunities for all people regardless of race, color, sex, sexual orientation, gender identity, religion, age, ancestry, ethnic or national origin, marital status, or disability.

**Download [here](#) the full job description of the Co-Executive Director.**