



## Job Posting

**Senior Strategic Initiatives Officer  
Equimundo, Washington, D.C.**

**August 2022**

### **Overview:**

Equimundo, an international non-governmental organization (NGO) working to promote gender equality and prevent violence, seeks a full-time Senior Strategic Initiatives Officer. The position will be based in Washington D.C. (with a hybrid work-from-home/office model.)

### **About Equimundo:**

Equimundo: Center for Masculinities and Social Justice (formerly Promundo-US) is a global leader in promoting gender equality and preventing violence by engaging men and boys in partnership with women and girls and individuals of all gender identities. We believe that working with men and boys to transform harmful gender norms and unequal power dynamics is a critical part of the solution to achieving gender equality. With partners in more than 55 countries, Equimundo's work – including high-impact research, evidence-based programs, and targeted advocacy efforts – seeks to create a nonviolent, caring, and gender-equitable future for all. For more information, please visit [www.equimundo.org](http://www.equimundo.org).

### **Job Description:**

Equimundo is looking for a Senior Strategic Initiatives Officer, to support the execution of Equimundo's new strategic plan, particularly strategic initiatives related to its Thought Lab and with a focus on its US work. The Thought Lab is the organization's hub and think tank for strategic events and advocacy. This role will be central to developing new courses of research and advocacy in new areas related to gender, masculinities, social justice, and other emerging themes and ensuring these new themes connect with the other three pillars of Equimundo's strategic plan. The Senior Strategic Initiatives Officer will provide executive support and assistance in a one-on-one working relationship with the President and CEO. They will serve as the primary point of contact for internal and external constituencies on all Office of the President and CEO matters. The Senior Strategic Initiatives Officer also will serve as a liaison to the board of directors and senior management teams; organizes and

coordinates executive outreach and external relations efforts; and oversees special projects related to the Thought Lab and others, including strategic event planning.

The Senior Strategic Initiatives Officer will report directly to the President and CEO and immediately impact Equipundo's and the President and CEO's productivity, streamlining strategic initiatives and communicating objectives between departments.

**PRINCIPLE ROLES AND RESPONSIBILITIES:**

The Senior Strategic Initiatives Officer will accomplish this through the following areas of work:

**1. Support Thought Lab initiatives**

- Work closely with the President and CEO and the research and program teams on new research, including State of American Men, and other emerging US-domestic initiatives, including MenCare-US and care economy issues in the US, among others.
- Stay abreast of emerging masculinities and social justice themes, including LGBTQIA+ issues, workplace and work equity issues, and political polarization.
- Write position papers, blogs, op-eds, social media posts, and short articles on themes related to the Thought Lab and otherwise of strategic importance to Equipundo.

**2. Lead President and CEO outreach to Board and Equipundo Fellows**

- Support the President and CEO in communications and interactions with the board, including at board and board committee meetings.
- Support and lead the Equipundo Fellows program working closely with the President and CEO, the VP for Programs and Research, and the Director of Research.

**3. Lead Equipundo's Participation in Key External Policy Advocacy Spaces**

- Work with the President and CEO, and leadership on Equipundo's external high-level advocacy participation, including at the UN, with key advocacy partners, US Congress, and other high-level events.
- Represent Equipundo (and lead when Equipundo is the convener) in key policy advocacy platforms related to care equality, healthy masculinities, and male allyship.

**4. Operational, Administrative, and Strategic Initiatives**

- Support the President and CEO to communicate with Equipundo staff and external stakeholders, including speechwriting, preparations of presentation decks, and internal and external communications, including social media posts.
- Assist and communicate across the leadership team on the implementation of Thought Lab and strategic projects.
- Oversee daily operations in the office of the President and CEO through collaboration with Equipundo's leadership.
- Serve as a subject matter expert for the President and CEO, handling inquiries and developing action plans to address them.
- Manage and monitor the flow of multi-platform communications to and from the Office of the President and CEO.
- Follow up on contacts made by the President and CEO and cultivate ongoing relationships.

- Coordinate with the communications department on media-related events and interviews, including keeping the President and CEO's bio updated and responding to requests for materials regarding the President and CEO.
- Senior event planning, including developing "run of shows," liaising with key partners, and coordinating with the communications team and the office manager.

**Qualifications for Consideration:**

- A Master's degree in gender studies or another related discipline.
- 5 years of relevant experience, ideally combining dimensions of work in the nonprofit sector, international development, research, project management and strategy.
- A strong understanding of relationships between gender, masculinities, and social justice.
- A seasoned leader with a sound grounding in strategy who has a technical background in masculinities and is passionate about achieving gender equality.
- Demonstrated experience enabling the achievement of operational goals across an entire organization.
- Demonstrated experience managing institutional change, relationships with donors and stakeholders, and applied research.
- Outstanding oral and written communications skills with excellent attention to detail.
- A self-starter who is a creative thinker and builder of ideas with exceptional relationship-building skills and can work well within dynamic, diverse, global teams toward a common goal.

**Compensation:**

Equipundo offers salary ranges that are competitive and fair in the Washington, D.C. not-for-profit and related sectors. For this position, the range is \$78,000-90,000, depending on years of experience and academic qualifications. The position includes fully paid health insurance, four weeks of paid leave, and retirement benefits.

**Start Date**

The proposed starting date is October 2022.

**To Apply**

To apply, please send the following documents as **one single PDF file** labeled `FirstName_LastName_SSI_Officer` no later than September 7, 2022, to [jobs@equipundo.org](mailto:jobs@equipundo.org):

1. Cover letter
2. Resume
3. Three professional references

In addition:

- Please write "Senior Strategic Initiatives Officer" as the subject heading.
- Indicate if you are legally authorized to work in the United States.

Only shortlisted candidates will be contacted.

**Equal Employment Opportunity Statement**

Please view this description as a general overview but not a mandatory comprehensive list. Do apply if you feel passionate about our efforts and believe you have the skills to contribute and lead in this role. We want to hear from you!

Equimundo is committed to creating and maintaining a diverse and inclusive working space for all employees and to provide employees with a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, creed, national origin, including ancestry, ethnicity, sex, pregnancy, gender identity, gender expression, disability, alienage or citizenship status, military status, including past, current, or prospective service in the uniformed services, genetic information, predisposing genetic characteristics, marital status, domestic violence victim status, familial status, actual or perceived sexual orientation.

We are an equal opportunity employer, and we strongly encourage Black, indigenous, people of color, women, people with previous felony convictions, members of the LGBTQIA+ community, and others who identify with underrepresented groups to apply.