



International Association of Women Judges

1800 Massachusetts Avenue, NW, Suite 401 • Washington, DC 20036
Tel: +1.202.223.4455 • fax: +1.202.223.4480 • email: office@iawj.org • www.iawj.org

INTERNATIONAL ASSOCIATION OF WOMEN JUDGES EXECUTIVE DIRECTOR

Position: Executive Director

Location: Washington DC

The International Association of Women Judges (IAWJ) is searching for an Executive Director to be the key management leader of the organization and its programs internationally, and to direct its day-to-day operations.

IAWJ

The International Association of Women Judges (IAWJ) is a non-profit, non-governmental, non-political organization of over 6000 members at all levels of the judiciary in more than 80 nations, and 50 affiliated national member associations. Since its founding in 1991, IAWJ has created a vital and growing network of judges from diverse legal-judicial systems to share knowledge through substantive judicial training programs, international and regional conferences and international collaboration on a range of topics related to the rule of law, the independence and integrity of the judiciary, access to justice, and human rights, especially the rights of women and girls. IAWJ is a source of information for its members and others on women judicial leaders and judicial issues and decisions affecting human rights, particularly as they affect women and girls.

IAWJ is an NGO with Special Consultative status with the Economic and Social Council of the United Nations. It is a nonprofit membership corporation qualified as tax-exempt under Sec 501 (c)(3) of the US tax code.

For more information, please visit www.iawj.org

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Executive Director manages the day-to-day operations of the IAWJ and its programs and is responsible for ensuring IAWJ's consistent achievement of its mission, organizational and financial stability, legal compliance and function. In addition, the ED is responsible for fundraising for the organization, membership services and communications, liaising with the governing boards, hiring and supervising staff, and ensuring fiscal integrity and compliance. The ED reports to the IAWJ President and to the Chair of the Board of Managerial Trustees.

PREFERRED QUALIFICATIONS:

- Senior level management experience, preferably with an international organization (international NGO, international donor, UN, or other similar organizations)
- Proven track record of successful fundraising, from design to implementation, from a variety of sources: government donors, foundations and charitable organizations, international institutions, individuals, corporations and other entities



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- Experience in program design and grant application and administration/supervision, of programs related to international relations, human rights, gender or other relevant fields; legal or judicial experience a plus
- Experience in producing large conferences and smaller educational programs, with international experience a plus
- Commitment to the mission and values of the IAWJ and an understanding of the role of the judge and judicial independence
- Excellent communication (oral and written), administrative and organizational skills
- Fluency in written and spoken English required; additional language skills highly preferred as Spanish and French are also official languages of the IAWJ
- Ability to manage complex organization with judicial leadership
- Ability to network and interact comfortably with others at the highest levels of government, international organizations, foundations, and the legal, judicial and NGO communities
- Ability and willingness to travel internationally
- Ability to work across cultures and languages
- Integrity, discretion and courteousness
- Collaborative working style in supervising a team of experienced professional colleagues
- Authorization to reside and work full-time in the United States
- Available to begin work no later than April 2019.

COMPENSATION:

Competitive non-profit, NGO salary and benefits, commensurate with experience and skills.

HOW TO APPLY:

Please submit a letter of application, resume/c.v. and a written vision statement of no more than 500 words describing the skills, perspective and experience you would bring to IAWJ.

Include available start date, and at least three references with full contact information and explanation of their knowledge of your work. References will not be contacted without permission of the applicant.

Submissions should be sent to: EDsearch@iawj.org ; No phone calls, please.

Application deadline: January 31, 2019.

IAWJ is an equal opportunity employer and does not discriminate on the basis of sex, race, color, ethnicity, national origin, age, political affiliation, religion, disability, marital status, family responsibilities, personal appearance, sexual orientation, gender identity or expression, matriculation, or genetic information.