



Advocacy for Human Rights in the Americas

Vice President for Programs

The Washington Office on Latin America (WOLA) seeks a Vice President for Programs for a fast-paced, research and advocacy organization advancing human rights in the Americas. The VP coordinates closely with WOLA's president and program directors to set policy priorities, identify advocacy opportunities, and shape effective strategies that advance human rights and social justice in the Americas. The Vice President represents WOLA in discussions with policy makers and in relationships with human rights and civil society partners throughout the Americas.

WOLA is an organization in which everyone is self-motivated, goal-oriented, and passionate about our work. We are committed to what we do. Our leadership works hard to support us with a culture of innovation, collaboration, and excellence. WOLA has twice been recognized by *Washingtonian Magazine* as one of D.C.'s "Best Places to Work" and by *The Washington Post* as one of D.C.'s best-managed nonprofits.

WOLA has a full-time staff of approximately 27, with seven interns, and six senior fellows.

Reports to: President

Directly Supervises: Seven Program Directors

RESPONSIBILITIES:

Three Key Functions:

1. Managing and supporting a team of experienced senior program staff with decades of experience in human rights advocacy and deep connections with partners in the region;
2. Monitoring regional trends, developments, and U.S. policy toward the region, and shaping WOLA responses and program adaptations;
3. Coordinating WOLA's educational and advocacy work with the U.S. Congress, the Administration, Latin American governments, and international bodies such as the UN, OAS, and others.

Leadership:

- Lead, manage, and oversee WOLA's program team by supporting program directors and staff, coordinating advocacy strategies, facilitating collaboration and policy coordination between programs, and ensuring clarity in WOLA's public messaging.
- Represent program views and perspectives in management decisions with other senior leadership.
- Lead annual program planning process.

- Work closely with development team to develop program funding, and ensure reporting, and compliance for programs.
- Work closely with communications team to ensure that programs have appropriate and effective communications strategies.
- Work with the president and others on the management team to create the strategy and vision of the organization for board approval and oversee the implementation of the mission.
- With the management team engage the board in monitoring the overall, long-term health and direction of the organization.
- Act as staff liaison for the ad-hoc program committee of the board.

Advocacy:

- With the president, develop and implement effective advocacy strategies to meet programmatic goals.
- Coordinate and strengthen WOLA's relationships with the U.S. Congress, Administration, and relevant Executive Branch agencies, regional and international bodies, and Latin American governments where appropriate.

Representing WOLA:

- Plan and lead WOLA events and public communications, working with management and program staff
- Represent WOLA and its programs in private and public events, in the U.S., Latin America, and elsewhere.
- Coordinate and nurture WOLA's myriad relationships with human rights groups and civil society colleagues in the Americas, and beyond.

QUALIFICATIONS:

- At least 10 years of experience in human rights advocacy in the Americas. Must understand the link between research and advocacy.
- At least 5-7 years of supervisory and management experience.
- Demonstrated strong commitment to human rights and human dignity.
- An in-depth knowledge of Latin American affairs and understanding of contemporary Latin American political dynamics.
- Must be bilingual in English and Spanish. Comfortable with public speaking and writing in both languages.
- Ability to work with an experienced senior staff, facilitate dialogue, and develop consensus.
- Knowledge of WOLA's work in the region and the U.S.
- Ability to travel up to 20% of time.

PREFERRED:

- Experience with congressional and executive branch advocacy in the United States.
- Experience in multiple countries in Latin America.
- Experience with strategic planning processes for a nonprofit and/or advocacy-based organization.

SALARY AND BENEFITS: \$115,000 to \$130,000, based on experience. Full health, dental, vision, and life insurance 100% paid by employer; four weeks annual vacation, 5% retirement match at one year of employment, four weeks of sick leave, and twelve weeks of parental leave. The office is closed between Christmas and New Year's.

APPLICATION DEADLINE: Accepting applications on a rolling basis

START DATE: April or May 2020.

TO APPLY: Please submit, in English, your cover letter and resume in one PDF document. Please also include a list of three references with daytime telephone numbers and email addresses and send the application to employment@wola.org with the subject line VP for Programs.

-No phone calls please-

WOLA values a diverse workplace and encourages candidates from underrepresented or minority groups to apply. WOLA is an equal opportunity employer, and does not discriminate based upon race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, family responsibilities, or any other status protected by applicable law.