Position: Director of Programs  
Status: Full Time, Non-Exempt  
Reports to: Executive Director  
Location: Remote  

Organization  
Women First is a 50-year-old public charity based in the United States operating in a fully virtual office environment. Our innovative grantmaking model - the only one of its kind - provides long-term, flexible funding, capacity-building, and networking opportunities to especially small and emerging women-led organizations in Eastern Africa and South Asia. We partner with grantees to advance women's economic empowerment and provide targeted mentorship and support to strengthen their organizations for long-term sustainability and amplified impact.

Position  
The Director of Programs leads Women First’s programmatic work, including the three-stage grantmaking model and key moments fund; capacity-building program; Monitoring, Evaluation, and Learning (MEL) efforts; and programmatic partnerships. This position directly manages 3-4 program staff, as well as consultants and interns, and collaborates closely with the Executive Director, Board, and Committees across organizational priorities on both strategic and operational projects. The Program Director is a part of the leadership team for the organization, and acts as a key external face of the organization on program-related topics.

Core Responsibilities:

- Define and drive Women First’s program strategies, including grantmaking, capacity-building, and program partnerships  
- Oversee and monitor annual programmatic budget; identify and monitor program team goals and work plans; and assess/adjust programmatic strategies as needed  
- Oversee grants management, compliance, and documentation of programmatic impact and learning  
- Generate periodic reports  
- Lead facilitation of, and staff participation in, committees of the board pertaining to programs  
- Coordinate recruitment, training, supervision, and professional development of program team  
- Lead organizational learning on topics pertaining to Women First’s grantees, geographies, and programs, especially in the area of women’s economic empowerment  
- Contribute to the strategy and content driving Women First’s fundraising, including support for communicating Women First’s unique, differentiated position within the broader landscape  
- Build, nurture, and expand relationships with Women First grantees, board/committees, donors, and external partners toward the organization’s short and long-term strategic goals  
- As a member of the management team, contribute to the overall strategy and operation of the organization, such as through annual budgeting process, strategic planning, and supporting the overall organization culture and health
Key Qualifications:

- A critical understanding of and deep commitment to women’s rights and social justice, including LGBTQI equality
- 6-10 years in a program management position, including managing remote teams
- Subject-matter expertise in the area of women’s economic empowerment especially in the global south and/or demonstration of strong cross-cutting work in international women’s rights
- Master’s degree (or equivalent combination of education and experience) in a field related to women’s rights, human rights, community-led development, economic empowerment
- Knowledge and experience with international grantmaking processes and compliance
- Strong professional linkages with gender justice organizations, especially in philanthropy and/or economic empowerment and justice space
- Flexibility and comfort working within ambiguity; comfort in guiding a team to do the same
- Highly refined critical thinking and strategy development skills, with the ability to identify and support strategic solutions to complex challenges
- Outstanding written and oral communication skills with the ability to inspire others and target message and approach to different audiences, strong public speaking skills
- Demonstrated success as a relationship-builder, able to form and steward partnerships with internal and external stakeholders
- Experience living and/or working in, South Asia and/or Eastern Africa
- Strong working knowledge and understanding of Monitoring, Evaluation and Learning strategies
- Team-oriented, collaborative, and comfortable working in a fast-paced environment and across cultures and time zones
- Ability to travel domestically and internationally up to 20% (when it is safe and feasible to resume travel)

Compensation
Women First offers a flexible, remote working environment and competitive compensation package, based on location and commensurate with experience, including a comprehensive benefits package (employer paid health, vision, and dental; 3% match for retirement plan; generous vacation and sick time).

How to Apply
To apply, email a cover letter, resume/CV, and three references (candidates will be notified in advance of any outreach to your references) to JOBS@WOMENFIRSTFUND.ORG. Use the subject line: Director of Programs.

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 gender equity in multiple regions, it is essential that we incorporate a diverse, equitable and inclusive lens into all aspects of our work. We encourage applicants with a global perspective and a commitment to values around diversity, equity, inclusion, and belonging to apply.

Women First is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex (including gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service or other non-merit factor.

Applicants must be eligible to work in the United States.