Manager, Membership & Operations  
Alliance for Peacebuilding  
Washington DC

POSITION OPENING – February 2, 2022

The Alliance for Peacebuilding (AfP) is seeking a Manager to help achieve our mission to ‘champion greater peacebuilding influence, impact, and innovation to avert wars, end violence, and save lives’.

AfP is a Washington, DC based not-for-profit, nonpartisan membership network of 160+ organizations that has experienced substantial growth in recent years. It is the institutional home for the peacebuilding community and operates through three technical capacities to build the peacebuilding field: (1) Partnerships & Convening, (2) Learning & Evidence, and (3) Policy & Advocacy. AfP also serves as a platform for peacebuilders from around the world to connect, amplify their voices, and build new models of social action for peace. With a core staff of nine people, AfP carries out its fieldbuilding efforts with a current annual budget of $1.2+ million across the three technical capacities. Additionally, AfP hosts an annual conference, PeaceCon, that is attended by 1500+ individuals and serves as AfP’s largest annual fundraiser. AfP is recognized for its thought leadership in peacebuilding advocacy, learning, and convening. It was awarded the 2018 Luxembourg Peace Prize in the category of Outstanding Peace Support and in 2019 named the “number one influencer and change agent” among peacebuilding institutions worldwide.

AfP has an increasingly important mission and ground-breaking role to play in supporting the growing global peacebuilding field. Our recent strategic review process highlights the outstanding role that AfP should continue to play in ‘fieldbuilding’ - in strengthening and encouraging the ecosystem of peacebuilding organizations and their allies to achieve greater impact.

Role summary
The Manager, Membership & Operations is the linchpin of AfP’s vibrant and rapidly growing global network supporting membership, operations, and AfP’s flagship annual conference, PeaceCon. The Manager will work closely with AfP’s small staff as a critical leader in developing and advancing AfP’s strong membership network and report to the Senior Director for Strategy and Development. This position is well suited for a dynamic, high energy, and highly productive professional. Ideal candidates should be intellectually curious with strong analytical and communication skills.

Key responsibilities
**Membership Responsibilities** (50%): The Manager is responsible for engagement and communication with AfP’s 160+ organizational and 300+ individual members, catalyzing relationships, organizing events, and devising strategies for innovation, inclusion, growth, and new membership development.

**Operations Responsibilities** (25%): The Manager is also AfP’s operational lead, overseeing office administration, managing a part time Administrative Assistant, and supporting engagement with the Board of Directors.

**Annual Conference Responsibilities** (25%): The Manager also oversees AfP’s PeaceCon, the largest annual peacebuilding conference in the U.S., working to expand professional networks, develop shared learning, and amplify our members’ work within the peacebuilding field and with donors and policymakers. The Manager is responsible for managing the PeaceCon Associate, and developing the agenda for a robust, three-day program.

**Required Skills and Experience**

- At least 5 years’ work experience in nonprofit operations, membership, and/or event management.
- Exceptional organizational skills, problem solving ability, and strong attention to detail;
- Demonstrated ability to provide quality customer service and to lead and balance work with a variety of stakeholders.
- Ability to prioritize and handle multiple tasks and deadlines with limited supervision in a fast-paced environment and remain calm under pressure;
- Highly organized and detail-oriented, flexible and collaborative.
- Excellent written and oral communication skills, and positive, can-do attitude.
- Excellent leadership and judgment, with the ability to learn from constructive feedback;
- Familiarity with membership management software, CRMs, and databases;
- Solid knowledge of Microsoft Office, including MS Word, Excel, PPT, and Outlook, and Squarespace a positive;
- Personal qualities of integrity, credibility, and a commitment to AfP’s mission; and
- Bachelor’s degree required, master’s degree in relevant field preferred.

**Job Location**

Full-time in Washington, DC (walking distance to DuPont Metro)

**Application Process**

Please send a cover letter, resume, salary requirements and list of three references to humanresources@allianceforpeacebuilding.org, ATTN: Manager, Membership & Operations. Each attachment should be labeled "Last name, First name – [Document type]." **Applications will be accepted on a rolling basis and encourage well-qualified candidates to apply at the earliest opportunity.**

Only applicants meeting the required qualifications for the position will be considered and only those selected for an interview will be contacted. The Alliance for Peacebuilding is an equal opportunity employer and welcomes resumes from all qualified applicants, particularly women and minorities. **All applicants must be eligible to work in the United States, as the Alliancefor Peacebuilding does not sponsor work visas.**
Alliance for Peacebuilding (AfP) is an EEO Employer

The Alliance for Peacebuilding is an equal opportunity employer, does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by law. It is our intention that all qualified applications are given equal opportunity and that selection decisions be based on job-related factors. Any individual, who, because of a disability, needs accommodation or assistance in completing this application or at any time during the application process, should contact at edith@allianceforpeacebuilding.org.

Only those applicants who meet required qualifications will be considered. Those selected for further discussions will be contacted. Interviews will be scheduled by appointment only; no phone calls please.