



EXECUTIVE DIRECTOR POSITION WORLDWIDE INITIATIVES FOR GRANTMAKER SUPPORT (WINGS)

In January 2011, Worldwide Initiatives for Grantmaker Support (WINGS) will move from Manila, Philippines to a new location. While WINGS will be registered as a public charity in the USA, its office and staff team will be located in Sao Paulo, Brazil. Building on its past success, WINGS will implement a new governance and management structure to serve its global membership. WINGS is now inviting applications for the position of Executive Director in this permanent location. The successful candidate must be available to start **by November 1, 2010**.

POSITION DESCRIPTION

Title	Executive Director, Worldwide Initiatives for Grantmaker Support (WINGS)
Overall purpose of position	As the senior staff person, the Executive Director will promote the vision and mission of WINGS, lead strategic planning efforts with the Board, secure appropriate funding, and implement WINGS activities and programs.
Start Date	November 1, 2010 (<i>to allow for a period of overlap with the present Executive Director</i>)
Location	Sao Paulo, Brazil as of January 2011; period in 2010 may be partly in Manila where current Executive Director is located.

Accountable to the WINGS Board of Directors, the successful candidate will:

- (1) Lead strategic planning with the Board; make recommendations on activities and programs and their effective implementation, governance and management, outreach and networking.
- (2) Secure funds, with assistance from the Board, from a diverse range of supporters, and manage the budget which has been approximately \$350,000 USD annually.
- (3) Select staff and consultants; oversee their work and conduct performance appraisals.
- (4) Ensure effective implementation and evaluation of WINGS activities and programs.
- (5) Maintain strong relationships with WINGS' member organizations, funders, and others interested in WINGS through effective communications and participation in relevant events.
- (6) Build the visibility of WINGS and undertake outreach to prospective WINGS members.
- (7) Attend WINGSForum in November 2010 (Italy) and oversee planning and implementation of future WINGSForum, the next one likely to be in 2014.



The successful candidate will have:

- (1) Proven ability to motivate and lead a diverse constituency to a shared vision.
- (2) Understanding of and experience in working with diverse cultures and sectors and the needs and interests of a global network such as WINGS, preferably in both the Global South and North. Experience working abroad would be an advantage.
- (3) Successful experience as a senior leader in a non profit organization; experience in a foundation or an international development agency would be an asset.
- (4) Experience with a membership association, support organization or network is important
- (5) Proven success in generating funds from a diverse range of sources, including public and private donors and sponsors.
- (6) Solid experience in planning, management, strategic thinking and facilitation.
- (7) Knowledge about trends and issues in philanthropy.
- (8) Excellent written and oral communications skills.
- (9) Fluency in English, with a working knowledge of Portuguese or Spanish an asset; ability in other languages would be an advantage.
- (10) Availability for extensive travel, with ability to obtain necessary visas for all parts of the world.
- (11) Undergraduate degree required; advanced degree desirable.

Salary:

WINGS is committed to offering compensation (salary and benefits) that is commensurate with experience and within the range offered to Executive Directors of major organizations in Brazil. Candidates may wish to indicate their salary expectations in their letter of application. Support for relocation will be available.

How to apply:

Interested candidates with the qualifications listed above may apply in confidence by email only to Monica Patten, Chair, WINGS Search Committee at mbaino@cfc-fcc.ca

Please send only a cover letter and a resume – no other attachments.

Please send your materials in English only.

All applications will be acknowledged. Only those invited for a phone interview (in June) which is the first step in the process will be contacted further. Following phone interviews, those selected for an in-person interview will be invited to Sao Paulo, Brazil during the week of July 26.

Interview travel costs will be covered.

Please make sure your letter and resume are received **no later than May 21st, 2010**