



VP PROGRAMS

ROLE DESCRIPTION

The VP Programs develops the Federation's overall strategy for developing and supporting professionally women including the International Mentoring Program and Women on Boards (WOB) Circle. She is the driving force behind current and future programs such as Leadership Program. She should be a force of proposal for other programs and their coherence within a global offer. She will work with marketing, membership, corporate partnership, and fundraising to promote the Programs' offers both internally and externally.

Programs will include collaboration with other initiatives at the Federation level, coordination of all initiatives with the different networks and establishment of best practices.

The specific activities outlined below are in addition to assuming the duties and responsibilities of all Board Members.

DUTIES and RESPONSIBILITIES:

- Recruits and leads a winning team of volunteers to deliver on the Global Programs strategy, with the mindset to empower City Networks and acts as champions for the Federation.
- Develops and manages the Annual budget for the Global Programs
- Acts as a central point to leverage Programs' best practices in each CN and to ensure all networks are aware of them (monthly teleconferences, central repository, etc.).
- Develops press releases (in English) and articles for our platform when new announcements are needed. She responds to questions from all parties involved in this initiative via email, address on websites, etc.
- Participates in monthly board teleconference, and shares with other Federation Board Members, and regularly attends City Network President teleconferences.
- Builds relationships with external, complementary Programs and Gender Balanced initiatives.
- Defines with the Board a strategic Global Programs policy.
- Represents PWN when possible, in all different forums.
- Develops partnerships and relationships that benefit the Federation stakeholders
- Contribute to design, organisation and delivery of Content Offsites.

Time Commitment: **Approx. 3-5 hours per week** (variable and dependent on creation of a support team).

IDEAL BACKGROUND / EXPERIENCE:

- Experience in, and a passion for Executive Management and empowering our members' personal and professional growth.

- A minimum of 6 years of progressively responsible business experience, preferably in an international environment. Strong experience in Good Governance, Executive Management, preferably with Board experience but not a must, together with experience in as many of the following fields as possible: human resource management, law, finance/budgeting, technology or related areas.
- Excellent interpersonal skills, with a sense of diplomacy and collaborative leadership.
- Working across cultures and fluency in written and spoken English in required in addition to other languages is ideal.
- Ideally having served as a City Network President, a Board Member at the Federation level, on a Non-Profit Board, or on Corporate Board.

BENEFITS:

- Access to an international network of great professional women
- Bring your own ideas and innovate
- Develop professionally and learn from your peers