

Position Announcement: Deputy Director

Position type: Full time contract, 40 hours/week
Location: Bangkok, Thailand
Pay Rate: Director, Bangkok; US \$4,500 - \$5,500/month
Reports to: Executive Director
Deadline for Applications: October 29, 2017
Ideal Start date: January 2, 2017

ABOUT ASIA CATALYST

Asia Catalyst promotes the rights of marginalized communities by supporting a vibrant network of advocates committed to ending stigma, discrimination, and criminalization. We strengthen civil society by providing training and resources for community based organizations to become more effective and responsive to community needs, and to conduct rigorous human rights documentation and advocacy. We work side by side with grassroots activists to ensure that their voices are fully represented in local, national, regional, and global policymaking.

Asia Catalyst is a US based not for profit organization with staff in Bangkok, Beijing, New York, and Yangon.

ABOUT THE POSITION

Asia Catalyst is seeking highly qualified applicants for Deputy Director. The Deputy Director will oversee day-to-day operations of the Asia operations including management of organizational, financial, development, human resource, and administrative operations. The Deputy Director will report directly to and work closely with the Executive Director, based in New York.

STRATEGY: The Deputy Director will support the team to develop and implement Asia Catalyst's strategy by providing vision and strategic direction for programs, advocacy, management, and operations. The Deputy Director is a paramount position, responsible for ensuring that all program activities contribute to the realization of Asia Catalyst's vision.

MANAGEMENT: The Deputy Director will supervise and support Asia Catalyst's six-person team in Asia, and ensure harmonization of their efforts with Asia Catalyst's mission under Asia Catalyst's Theory of Change. The Director is also responsible for ensuring donor compliance and reporting for all grants, and manages all program expenses in accordance with Asia Catalyst's budget and financial procedures.

LEARNING: To guarantee ongoing program excellence, the Deputy Director is also responsible for overseeing curriculum development, training methodology and monitoring and evaluation protocols. The ideal candidate will have field experience and in-depth knowledge in at least one of the countries in which Asia Catalyst has programming, as well as experience in designing, delivering, and evaluating capacity building programs.

REPRESENTATION: The Deputy Director will be expected to actively expand Asia Catalyst's work and will be responsible for sustaining and forging new relationships with Asia Catalyst's program partners, donors, and institutional allies. A successful Deputy Director, in addition to maintaining current funding, will identify new funding and other support to maintain or launch new programming. The Deputy Director will be expected to actively represent the organization, publish and present program outcomes to a wide spectrum of stakeholders, and act as an expert resource on CBO capacity building in Asia.

Asia Catalyst is looking to fill this vacancy as soon as possible. The position will be based in Bangkok and require travel within Asia, as well as occasional travel to the United States and other points.

KEY RESPONSIBILITIES

STRATEGY:

- Support the Asia Catalyst team to develop, implement and deliver key objectives for Asia Catalyst's programming and advocacy
- Ensure Asia Catalyst mission and values are clearly integrated into program design and activities.
- Assist the Executive Director in developing and executing effective strategies for advocacy, communications, and development
- Identify areas for strengthening AC strategy; and for developing new program initiatives.
- Identify and initiate partnerships that have the potential to advance AC's advocacy and program priorities

MANAGEMENT:

- Structure and lead teams to deliver outstanding work. Full program management including strategic planning, financial management, expense approvals and reporting
- Anticipate risk, develop and manage contingency plans, oversee staff adherence to internal safety and security protocols
- Facilitate a positive and cohesive working environment by ensuring integration across programs
- Create and support an environment that enhances the strength of diverse cultural backgrounds and skills, and integrates gender mainstreaming practices
- Oversee program fundraising, grant writing and donor reporting for the program; contribute significantly to the organization's fundraising strategy
- Ensure compliance with all donor requirements, including narrative reporting; Manage and report on budget expenditures for the project
- Remote and in-person staff management (currently a team of six: three in Bangkok, two in Beijing, one in Yangon)
- Actively contribute to the senior management team; represent the team and decisions to other members of staff
- Lead by example; follow internal policies and procedures, and ensure equitable application of policies

LEARNING:

- Facilitate learning between members of staff and contribute to the professional development of individual team members
- Lead program staff in data collection to monitor program quality and analysis to evaluate program impact in coordination
- Support staff to develop and demonstrate thought leadership around strategic topics
- Actively share in knowledge dissemination, reporting, and communication
- Identify best practices and improve internal systems with an eye toward future needs and budget realities
- Lead program staff in collaborative processes to draft and edit curricula for training sessions for the program focus areas of organizational management, and human rights documentation and advocacy

REPRESENTATION:

- Represent Asia Catalyst and promote programming and advocacy outcomes to a variety of stakeholders through published writing, presentations, and advocacy among INGOs, UN Agencies, regional mechanisms, embassies, and international donors
- Build and maintain strong relationships with AC's program partners, advocacy allies, current and potential institutional donors
- Represent Asia Catalyst at relevant conferences, working groups, and other public venues;
- Partner with the ED in essential internal organizational leadership activities (human resources, administration, and organizational planning)
- Teach and empower staff to build partnerships to advance AC's vision

QUALIFICATIONS

- Graduate degree or equivalent experience
- Minimum 5 years of progressive program management. Demonstrated experience fulfilling stringent donor requirements and overseeing compliance with organizational policies and procedures.
- Experience writing and managing a program budget
- Experience in facilitation and in training workshop facilitators helpful; experience developing workshops or trainings for a variety of audiences
- Strong Asia regional advocacy experience; preferably for marginalized communities
- Excellent written and spoken English; ability to tailor communications for multiple audiences
- Fluency in one additional program language (Chinese, Khmer, Vietnamese, or Burmese) strongly desired; additional Southeast or East Asian language fluency attractive
- Strong ability to organize complex procedures and adhere to strict timelines across multiple locations.
- Experience in remote management, with strong intercultural communication skills
- Field experience in at least one program country is desirable (Cambodia, China, Myanmar, Thailand and/or Vietnam)
- Knowledge of HIV or additional public health issues in relation to the right to health and impact on marginalized communities
- Knowledge of human rights frameworks and international human rights law
- Ability to work a flexible schedule to accommodate communications over several time zones.
- Excellent problem-solving abilities and solution-oriented work style
- Proven ability to design M&E procedures to collect and analyze M&E data in line with program objectives
- Proven ability to manage competing priorities, and ability to lead staff in a fast-paced environment
- Self-starting and entrepreneurial outlook; a strong team player who can also work independently
- Knowledge of organizational change management and community organizing and advocacy preferable

Full time members of staff at Asia Catalyst receive:

- 20 days of paid vacation
- Paid public holidays based on duty station
- Comprehensive International Health Insurance
- Concessions and allowances for work travel

Asia Catalyst is committed to diversity and equal opportunity:

Asia Catalyst works in a wide range of cultural, ethnic, religious, linguistic and geographic contexts. The organization believes that Asia Catalyst can best advance the organization's mission if staff members reflect as much as possible the tremendous diversity of the communities in which Asia Catalyst works.

Asia Catalyst is an equal opportunity employer, and actively attempts to recruit and maintain a diverse staff. Asia Catalyst does not discriminate based on a candidate's age, sex, sexual orientation, gender (including gender identification), color, race, religion/creed, national origin, alienage, citizenship status, marital or partnership status, military status, domestic violence victim status, predisposing genetic characteristics, disability, or any other classification as provided by law.

Asia Catalyst encourages applications from members of the communities with which we work, including LGBTI and gender non-conforming persons, persons with disabilities, persons living with HIV or hepatitis, persons who have used drugs or worked as sex workers, and persons from other marginalized groups.

Interested applicants should submit the following items in English to be considered for this vacancy:

- Cover letter indicating the position you are applying for, how you heard of this opening, description of interest in the job, and a summary of relevant experience and qualifications
- Résumé or CV
- Two page unedited writing sample in English
- Email and telephone contact details for three references

*Please submit the requested items in **one** PDF or MS Word file to **Brian Bonci** at info@asiacatalyst.org. Zipped files will not be opened. Applicants that do not include all of the requested items will not be considered.*

We will only contact applicants we wish to interview.

Inquiries about the position or the requirements will be answered within 5 working days.

Asia Catalyst will not contact a candidate's references without prior permission.

Candidates must be able and willing to work in Thailand from Asia Catalyst's Bangkok office. Asia Catalyst is not able to provide financial assistance for relocation.