

GHRC EXECUTIVE DIRECTOR

May 2016

The Guatemala Human Rights Commission/USA (GHRC) is seeking an **Executive Director** to manage our small, dynamic team in Washington, DC and Guatemala City, and guide GHRC's work over the coming years. This position is **based in Washington, DC** and requires some domestic travel in addition to travel to Guatemala. This is an exciting opportunity for someone interested in leading human rights advocacy in Central America and fostering the organizational health of a long-standing and impactful organization.

Our Mission: Founded in 1982, GHRC is a non-profit, grassroots, solidarity organization dedicated to promoting human rights in Guatemala and supporting communities and activists who face threats and violence. GHRC documents and denounces abuses, educates the international community, and advocates for policies that foster peace and justice.

More about our work: GHRC analyzes the structural causes of human rights violations and the impact those abuses have on the population, with a particular focus on women and vulnerable communities. We provide reports and educational materials to the international community related to human rights in Guatemala and offer ways in which allies can effect positive change. We advocate for policies in Guatemala and the United States which support human rights, protect Guatemalans striving to uphold those rights, and contribute to positive, systemic change. We also provide direct support to human rights defenders threatened or attacked for their work. GHRC is based in Washington, DC and has an office in Guatemala City.

Responsibilities of the Executive Director

The Executive Director is responsible for ensuring the ongoing creativity, effectiveness, and financial stability of the organization, with support from the Board of Directors. The Executive Director will manage a small, committed and passionate staff of 2-3 people, and guide work with interns and volunteers. S/he will sustain active solidarity partnerships with GHRC partners across the Guatemala, including human rights NGOs and community leaders, and guide GHRC's actions to protect defenders at risk. S/he will engage GHRC's grassroots base and leverage NGO partnerships to advance advocacy work on behalf of Guatemalan partners and victims of violations. The Executive Director will engage strategically with US and Guatemalan government offices, as well as regional and international bodies such as the Inter-American Commission on Human Rights.

Advocacy and Support for Human Rights Defenders

- Create and implement direct advocacy initiatives and grassroots strategies to support GHRC campaigns, key cases, and human rights defenders at risk
- Participate actively in regional coalitions and develop partnerships to contribute to collective advocacy
- Creatively identify new opportunities to improve human rights conditions in Guatemala and strategies to support individual human rights defenders
- Lead advocacy with Executive branch offices and other international actors; support and guide Congressional advocacy
- Act as a liaison between counterparts in Guatemala and the US and coordinate agendas for human rights defenders coming to Washington
- Oversee creation and dissemination of urgent actions

Documentation, Outreach and Public Education

- Identify areas for analysis needed to implement advocacy campaigns and lead analysis of human rights situation in Guatemala
- Oversee production of and/or prepare reports, organizational position statements, articles, and other documents, including GHRC's quarterly publication, *El Quetzal*
- Sustain and strengthen GHRC's work with grassroots supporters and organizational partners
- Actively seek opportunities to raise awareness about GHRC's work
- Represent GHRC at strategy sessions, Congressional briefings, and with the media
- Provide country conditions affidavits and expert testimony for Guatemalan asylum cases in US immigration courts
- Co-lead (with Guatemala staff) annual educational delegations to Guatemala

Organizational and Financial Management

- Oversee and manage staff in US office and Guatemala City offices ; this includes leading regular staff meetings, planning annual work plans, and implementing annual staff evaluations
- Maintain an up-to-date security protocol for GHRC staff and delegations
- Develop and manage budget, oversee monthly expenses, and do monthly bank reconciliations
- Identify new funding opportunities and cultivate new donors; ensure positive relationship with existing donors
- Ensure timely filing of all financial reports and annual external audits
- Participate in quarterly Board meetings in Washington, DC; prepare financial and program reports for Board
- Guide strategic planning processes with the Board of Directors, and complete a 3-year strategic plan in early 2017
- Cultivate a positive and supportive environment of mutual respect and collaboration

In addition to these responsibilities, the Executive Director will oversee staff in some of the following areas:

- Management of GHRC's website, blog and social media
- Selection of annual Human Rights Defender award recipient and participation in award event
- Management and selection of Voiceless Speak grant program
- Planning of biannual speakers' tours with a Guatemalan defender in the US
- Oversee direct mail campaigns 3-4 times a year, draft grassroots appeal letters

Required Qualifications

- A strong interest in human rights and social justice issues as they relate to Guatemala and a commitment to approaching human rights work from a solidarity perspective
- Ability to develop and sustain relationships built on trust with diverse counterparts
- Equivalent of native fluency in both English and Spanish, and the ability to eloquently and persuasively communicate human rights concerns in both languages to a variety of stakeholders, in public events, and with the media
- Excellent writing skills in English and Spanish
- Keen attention to detail
- Ability to skillfully manage diverse responsibilities and set achievable goals in a dynamic, fast-paced environment

- Ability and willingness to travel to Guatemala for up to a month approximately twice a year
- Experience with staff management and organizational infrastructure; a strong interest in engaging staff in collaborative decision-making processes
- Experience and demonstrated success in fundraising and donor cultivation
- Experience providing simultaneous and consecutive Spanish-English translation
- B.A. required; and at least five years of professional experience in human rights advocacy, or a related field.

Desired Qualifications

- Experience with managing staff in more than one location
- Familiarity with the history of Guatemala and US involvement, current human rights issues affecting Guatemala and the region;
- Familiarity with accounting software and online database management (Experience with Quickbooks and Salsa a plus)
- Experience living and/or working in Guatemala or Central America
- Experience with grassroots organizing and familiarity with US solidarity movements
- Specific training on working with defenders at risk and/or those experiencing trauma

Term: Candidates who can make at least a two year commitment are preferred; there will be a six month introductory period. Salary: commensurate with experience; excellent benefits including health and dental coverage and four weeks of paid vacation.

To Apply: Interested applicants should send a cover letter, CV, contact information for three references, salary history/requirements, and a brief writing sample (no more than 2 pages) in both English and Spanish to the GHRC Board at jobs@ghrc-usa.org, with your name and "Executive Director" in the subject line.

Application Deadline: Accepted on a rolling basis starting May 16. Only shortlisted candidates will be contacted for interviews. Ideal start date for this position is mid-June 2016.

The Guatemala Human Rights Commission/USA values a multicultural and multiethnic work environment and strongly encourages people of all backgrounds and experiences to apply. For more information on GHRC, visit our website at www.ghrc-usa.org.