



Positive Women's Network-USA Co-Executive Directors (2) Combined Job Description

Location: Fully Remote, based in the United States.

Reports to: PWN Board of Directors

Salary: 90,000-100,000 per year for each co-executive director, based on experience. There will be two co-executive directors.

Position(s) Summary

The Co-Directors of Positive Women's Network-USA (PWN) provide executive leadership for the organization, a fiscally-sponsored project of Movement Strategy Center (MSC), and are responsible for stewarding the organization to develop and execute strategy and goals to achieve its mission, ensure responsiveness and accountability to members, secure organizational sustainability, and nurture positive and productive relationships with key stakeholders.

We are seeking self-motivated individuals or teams, who are dedicated to human rights, hold an intersectional analysis of social justice, and have a track record of building collaborative and inclusive relationships within and outside of the HIV field to fill these roles.

About Positive Women's Network – USA

Positive Women's Network (PWN) is a national reproductive justice organization led by and for women and trans folks living with HIV. Our mission is to prepare and involve our members: cis and trans women and gender diverse people living with HIV to lead at all levels of policy and decision-making. We bring a racial justice, gender justice, human rights, and economic justice lens to all of our work. PWN builds power with a growing and engaged base on issues that matter most to our constituency: racial justice, healthcare, HIV policy, LGBTQ+ rights, reproductive justice, decarceration, and robust social services that promote dignity for all people. We are a fun, passionate, and collaborative, majority BIPOC team, committed to centering involvement by our membership body.

Our Values

PWN-USA is driven and guided by a core set of values that work to center and maintain our collective beliefs. To actualize these values in all that we do, PWN-USA Co-Directors will need to align with our values.

We believe...

- In the expertise and inherent brilliance of women (cis and trans*) living with HIV/AIDS. Our priority is to center and be guided by their leadership;
- That our goal is Black liberation, which includes healing and building power with Black cis and trans women;
- In an intersectional analysis of power, including racial justice, gender justice, Black liberation, trans liberation, geographic equity, and reproductive justice;
- In unapologetically building power and securing human rights for communities most impacted by HIV in the U.S. - including Black and Latinx cis and trans* women and gender diverse people, immigrants of all races, low-income people, queer and trans people, sex workers, and people who use drugs.

Core Role and Responsibilities

The Co-Directors collectively lead and/or delegate the below responsibilities. Please note that this is a combined job description and responsibilities are expected to be shared or split between two Co-Directors.

I. Strategic Thought Leadership

- Enhance PWN's image and field position by cultivating positive and productive working relationships, grounded in PWN values and principled struggle
- Ensure that PWN's direction, strategy, and platform are shaped by the needs, realities, and lived experiences of our members - cis and trans women living with HIV, especially BIPOC, Southern, and low-income members.
- Manage conflicts and community dynamics
- Follow and stay up to date with significant policy and public health developments in the field including reproductive health and rights, HIV policy, healthcare policy, and other key human rights and policy developments that impact cis and trans women living with HIV and gender-diverse communities living with HIV.

II. Organizational Development and Leadership

- Cultivate and maintain an internal organizational culture, organizational priorities, and external public stance unapologetically aligned with PWN core values: accountability to communities most impacted by HIV in the US, racial justice, Black liberation, trans liberation, gender equity, reproductive justice, and meaningful involvement of people living with HIV.
- Manage PWN's ongoing strategic and operational planning, including bringing vision and strategic support for programs, departments, initiatives, and organizational priorities.
- Ensure alignment of goals, tactics, work plans, and activities with PWN's vision for building power.

III. Board Governance

- Develop, maintain, and support a robust Board of Directors with strong community relationships, representative of and accountable to our membership base.
- Actively engage PWN-USA's Board of Directors to fulfill the organization's mission, vision, and values

IV. Financial Performance and Viability

- Ensure that PWN is sustainably resourced, that finances are responsibly managed, and that grant deliverables, including reporting requirements, are met.
- Develop, monitor, and manage PWN's budget
- Diversify funding sources, including securing new funders, and expanding funding mechanisms.
- Actively cultivate and maintain positive and productive relationships with current and potential funders.

V. Operations and Administration

- Ensure fiscal and legal compliance
- Oversee strengthening and maintenance of operational infrastructure to support organizational strategy, program needs, and staff needs
- Oversee monitoring and evaluation of programs, activities, approaches, and deliverables

VI. Staff Supervision

- Maintain a supportive, collaborative, and challenging working climate, that attracts, keeps, nurtures, and motivates a diverse and high-quality staff reflective of our constituency- primarily BIPOC cis and trans women living with HIV.
- Supervise and manage staff, consultants, and contractors.
- Serve as a coach, mentor, and role model for PWN staff and members

VII. Other duties as assigned.

Supervisory Responsibility

PWN's Co-Executive Directors supervise and manage directors, managers, staff and consultants.

Expected hours of work

Standard days and hours of work are Monday through Friday daytimes, with evening and weekend hours as needed.

Travel

Travel is required for this position, generally domestic but occasionally international.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS

Each individual candidate should:

- Be eligible for PWN membership. PWN members are women, transgender, and/or gender non-conforming people living with HIV
- Have lived experience with HIV
- Have a deep understanding of anti-Black racism
- Demonstrate a commitment to racial equity; Black liberation; trans liberation; reproductive justice; a rights-based approach to HIV, including a root cause analysis; and meaningful involvement of people living with HIV
- Demonstrate a commitment to the mission, values, and aspirations of the organization, including the primary tactics we use to advance our theory of change: leadership development, issue-based and electoral organizing, policy advocacy, and strategic communication
- Have a history of constructive and productive relationships with PWN partner organizations and in the HIV movement;
- Be able to network and collaborate well, transparently, and with accountability with movement and field partners
- Demonstrate the ability to work with our members and constituency base: primarily Black cis and trans women living with HIV
- Have a facilitative and collaborative leadership style, including a demonstrated ability to flexibly share leadership and build consensus. When necessary, they can take initiative and make tough decisions.
- Demonstrate strong strategic thinking, creative problem-solving, and conflict management skills.
- Have a basic understanding of the national HIV movement and policy landscape
- Have an unapologetic commitment to building power and leadership in communities most impacted by HIV - Black, Latinx, low-income, and people living in the U.S. South
- Have a least one year of program management and/or staff management experience

In addition to the above, whether applying individually or as a team of two co-executive directors, all applications for the co-ED position should show (individually or together) how they meet the following criteria:

- Lived experience with HIV and navigating anti-Black racism
- Proven track record of coalition-building and cultivating partnerships.
- Experience navigating racial and gender identity dynamics within a local and national context.
- At least three years of staff supervision and management experience
- Organizational development, strategic planning, organizational planning, and staff management experience
- Excellent project management and staff management skills.
- Ability to read and understand nonprofit organizational financial statements
- Comfort working in remote environments and building strong teams remotely
- Experience with remote supervision or working with staff and teams located in multiple location.
- Fluency in using cloud-based filing and storage systems, Google Suite
- Working understanding of organizational development and capacity building.
- Excellent oral and written communication skills.
- Experience managing and navigating transformative conflict.
- Working familiarity with the national HIV field, key stakeholders, and major policy initiatives and issues relevant to PWN's base.
- Ability to fundraise, oversee fund development, and contribute to or execute the writing of grant proposals and reports.

Position Type and Compensation

- 100% FTE, exempt position. Annual gross pay per co-executive director is \$90,000-\$100,000 (@100%FTE).
- MSC's 100% FTE benefits package includes:
 - 20 days vacation leave per year (15 days in the first year of employment due to mandatory 3 months wait period before accrual begins)
 - 12 standard holidays and 2 personal days per year;
 - 12 sick days per year;
 - 1 week paid MSC family and medical leave after one year of service; an additional week of paid leave for each additional year of service, up to 4 weeks;
 - Medical, vision, dental for employees and dependents (requires 30 day waiting period and a per pay period employee contribution);
 - 100% employer sponsored basic life, short-term and long-term disability insurance coverage;
 - Access to a 403b retirement plan.
 - Access to FSA and Commuter Benefits plans.

In addition to this, PWN offers:

- A summer respite week with pay

- A two week end of year closure respite with pay

How to Apply

At this point, we hope you're feeling excited about the job description you're reading. Even if you don't feel that you or your team meets every single criteria, we still encourage you to apply. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. PWN is committed to providing professional development and coaching to strong candidates after the hire to support their ability to execute the co-executive director responsibilities.

Interested parties may apply for the position individually or as a two-person team. We strongly encourage Black and Latinx cis and trans* women living with HIV to apply for these positions.

Equal Opportunity Workplace

PWN-USA is a fiscally-sponsored project of Movement Strategy Center (MSC), a values-based alliance with a deep commitment to building transformative culture and challenging racism, sexism, homophobia, and oppression in all its forms. PWN-USA is committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging patterns of political marginalization and oppression.

Movement Strategy Center is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, sexual orientation or any other status protected by law.