



Executive Director

Job Title	Executive Director
Report to	Advisory Board
Start Date	As soon as possible
Contract Duration	Two years minimum contract (subject to six-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	Open until filled

Overview of Progressive Voice

Progressive Voice (PV) is a cooperative, collaborative, and participatory rights-based policy research and advocacy organization rooted in civil society, maintaining strong networks and relationships with grassroots organizations and community-based organizations throughout Myanmar. It acts as a bridge to the international community and international policymakers by amplifying voices from the ground, and advocates for a rights-based engagement and policy on Myanmar. PV upholds the values and principles of peace, human rights, non-discrimination, justice, and self-determination; and teamwork based on mutual respect, recognition, cooperation, and collaboration.

Job Purpose

PV is looking for an experienced, committed, and thoughtful **Myanmar** human rights activist professional who shares the values and principles of PV to further the vision and mission of the Organization as the Executive Director. The Executive Director is primarily responsible to lead the successful implementation of the strategic direction of the Organization and liaison with the Advisory Board. The Executive Director will also lead strategic planning, oversee team coordination and program delivery, maintain key networks and relationships, strengthen institutional foundation, and ensure staff development and resilience. In addition, the Executive Director is also responsible for overseeing the financial health of the Organization, including fundraising, donor outreach, and relations.

Duties and Responsibilities

Strategy, programing, leadership, and management

- Convene and lead strategic planning meetings and develop long-term plans and goals for the organization;
- Ensure the implementation of the policy and strategic direction guided by the Advisory Board to meet the organization's vision and mission;
- Oversee the coordination among the teams and work with all aspects of each team for effective implementation of strategies, programs, and projects;
- Proofread and approve all final research and advocacy outputs, including content, message framing, outreach, and dissemination;
- Ensure the overall monitoring and evaluation of programs and projects of the organization;
- Identify the needs of and strengthen the institutional development of the organization;
- Ensure that organizational data is effectively and securely organized and archived;
- Demonstrate the values and principles of the organization through leadership and principled action and by creating a supportive, open, and committed organizational working culture and environment;
- Facilitate and uphold the spirit of collective decision-making on organizational matters and programming;
- Oversee the day-to-day operation of the organization, including compliance with the organization's policies and procedures;
- Seek out and identify capacity-building opportunities and organize activities that promote well-being for all staff;
- Oversee the implementation of the staff recruitment, onboarding, and offboarding process;
- Represent the Management Team and ensure the implementation of the decisions of the Management Team and Advisory Board;

Financial management and fundraising

- Develop and implement fundraising strategies in coordination with the Management Team;
- Develop and submit funding proposals to donors in an effective and timely manner;
- Manage of grants effectively in accordance with donor requirements;
- Ensure the timely production and delivery of narrative and financial reports to donors;
- Oversee organization's financial operation, including budgeting, cash flow, financial reporting; and compliance with the organization's finance policies and procedures;
- Initiate, cultivate, and maintain strong relations with existing and potential donors in line with the organization's fundraising strategy;

Advisory Board Relations

- Convene meetings of the Advisory Board;
- Liaise with and be accountable to and report to the Advisory Board;
- Lead the Mangement Team to work with the Advisory Board for effective governance and strategic and policy direction; and

Public Relations

- Represent the organization to the public, media, and other stakeholders, including networking, establishing, and maintaining formal and informal relationships with various local, regional, and international stakeholders.

Person Specification

<i>Essential</i>
<ul style="list-style-type: none"> ▪ Commitment to the approach, values, principles, and mission of Progressive Voice; ▪ Master's Degree or equivalent experience in human rights, development studies, social studies, law or other relevant fields; ▪ Minimum 5 years' experience at senior management level working in the field of human rights or development with NGOs or CSOs – including work with local organizations; ▪ Ability to work independently and lead and manage a diverse, multicultural team; ▪ Expert writing and analytical skills in English and Myanmar; ▪ Ability to work effectively under pressure and meet deadlines on activities that are time-sensitive; ▪ Proven experience working with a board and ability to cultivate relations with the board; ▪ Experience with fundraising, donor relations, financial management, budgeting and oversight; ▪ Ability to demonstrate flexibility and cooperation in working with the team and local partners; ▪ Strong communication and people skills, including networking and relationship-building; ▪ Ability to travel domestically and abroad; ▪ Strong commitment to, and understanding of, human rights issues in Myanmar; ▪ Possessing strong networks within Myanmar civil society; and ▪ Excellent attention to detail.
<i>Desirable</i>
<ul style="list-style-type: none"> ▪ Proficiency in any other ethnic language in Myanmar; ▪ Proven computer literacy (Microsoft Word, Excel & PowerPoint); ▪ Keen understanding of local and international dynamics and sensitivities; and ▪ Experience engaging with domestic, regional, and international policymakers.

Application Procedure

Interested candidates are requested to submit a cover letter, CV, and **three** contact details of references in English. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are shortlisted and chosen for an interview.

Please email your application to: info@progressive-voice.org with the subject heading **“Application: Executive Director”**. This application is open until filled. Interested applicants are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.