

DATE: November 7, 2017
TITLE: Director - Publish What You Pay US
LOCATION: Washington, DC
REPORTS TO: PWYP-US Steering Committee

PURPOSE OF POSITION: The PWYP-US Director marshals the energy, technical expertise and global experience of the 30+ dynamic NGOs comprising the PWYP-US Coalition. She/he works with the membership to establish and advance the coalition's advocacy, campaigning and communications strategies. This crucial coordination function is integral to the success of the coalition and to the broader movement. The Director is supported by a small Steering Committee that currently includes representatives from ONE, Global Witness, Oxfam America and the Publish What You Pay International secretariat.

PRIMARY RESPONSIBILITIES:

Advocacy

- Developing PWYP-US strategic vision and policy influencing objectives through coordination with members and managing coalition governance.
- Maintaining regular communication and structured coordination with coalition members.
- Coordinating the Congressional advocacy effort for PWYP-US objectives, including the protection and implementation of Section 1504 of the Dodd-Frank Act, which requires public disclosure of oil, gas and mining company payments to host governments.
- Identifying other legislative or regulatory campaigning opportunities to push for US leadership on transparency in the extractive industries at the international, national or state level. Leading coalition engagement with the Securities and Exchange Commission related to implementation of Dodd-Frank Section 1504.
- Promoting the PWYP-US agenda in US government policies, including those that support the Extractive Industries Transparency Initiative through direct engagement with officials and agencies, such as the State Department, Treasury, and Department of the Interior, and facilitating engagement by PWYP-US member organizations.
- Coordinating member advocacy with extractive industry companies to promote voluntary disclosure, participation in EITI, and support for mandatory disclosure regulations.
- Promoting implementation of increased transparency of the US-based international financial institutions, such as the World Bank and IMF.

Coalition Management and Coordination

- Managing the Publish What You Pay Policy Advisor, consultants and interns as required.
- Coordinating with the PWYP International Secretariat, coalitions and partners around the world to protect the global payment transparency standard, support normative progress in contract, tax, and beneficial ownership transparency in the extractive industries.
- Harnessing the power/skills of coalition members to achieve advocacy aims. This can include activating and working with grassroots organizations on constituent mobilization, grass-tops mobilization, accessing member's technical knowledge, and expanding and activating the PWYP network.
- Coordinating a communications strategy for the coalition, and leading PWYP-US communications, including drafting op-eds, writing press releases, speaking with reporters, etc.

- Maintaining www.Extract-A-Fact.org as a central hub for sharing data-use stories and training constituents on ways to make mandatory disclosure data accessible to citizens and coalition members.
- Cultivating and maintaining relationships with funders, supporting fundraising for PWYP-US activities, in tandem with member organizations as appropriate, managing grant funds and providing high quality reporting to donors.
- Researching and drafting memos, fact sheets, backgrounders and other materials as necessary for advocacy efforts.
- Participating, presenting and representing PWYP at international and national conferences and events.
- Maintaining and updating the PWYP-US website and other communication materials.

EXPECTATIONS FOR THE POSITION:

- Stay abreast of professional standards, trends and issues affecting this set of responsibilities, demonstrating continuous learning of the field.
- Work effectively and collaboratively in support of building a team-based culture of work, perform all duties appropriately for a multi-cultural environment, treating all persons with dignity and respect, and be familiar with and committed to PWYP-US mission and goals.
- Have an understanding of gender equity and diversity within key areas of responsibility and a commitment to promoting gender equity and diversity in our workplace and programs.

REQUIRED QUALIFICATIONS:

Education:

Bachelor of Arts degree or equivalent combination of education, relevant experience, and training.

Experience and Core Competencies:

- At least five years or more of advocacy experience, including experience carrying out advocacy with Congress and US government agencies.
- Experience working in a policy or campaigning capacity, developing advocacy strategies and representing advocacy concerns at a national and/or international level.
- Project management experience.
- Excellent interpersonal and leadership skills and proven ability to deal with a wide range of people.
- Experience participating in an advocacy-focused NGO coalition.
- Excellent verbal communication skills to inform and advise and to have the confidence and ability to deal with a range of people with differing levels of understanding of the issue.
- Excellent writing skills, to produce or edit drafts of policy documents, advocacy letters, fact sheets, press statements, and other correspondence.
- Excellent organization skills in order to manage different campaigns and many organizations' involvement.
- Pro-active, fast-thinker and ability to work with minimal supervision.
- Familiarity with extractive industries, international development, transparency and accountability, good governance standards, corporate sector, and international financial institutions issues.

PREFERRED QUALIFICATIONS:

- Experience coordinating NGO coalitions.
- Experience working with the media.

- Experience fundraising and managing grants.
- Experience using open data to demand corporate or government accountability.
- Experience working with grassroots networks.
- Written and verbal language skills other than English, particularly French or Spanish.

HOW TO APPLY:

Please send your resume and cover letter to info@pwypusa.org. Applications will be accepted on a rolling basis until the position is filled.

To learn more about Publish What You Pay – United States, please visit www.pwypusa.org and www.ExtractAFact.org.