

THE SALWEEN INSTITUTE

Positions and Responsibilities

DIRECTOR

Position Description: The Director provides strategic leadership and guides the overall direction of SI. He/She works closely with senior SI staff to achieve SI goals. The Director will –

- A) Manage the implementation of SI policy studies, including fostering strategic partnership with other non-profit policy think-tanks in research and capacity building programs;
- B) Oversee community empowerment programs
- C) Assist Senior Policy Analysts, Policy Analysts and Program Officers to ensure their research and/or programs are aligned with SI's stated mission and vision; and
- D) Facilitate and initiate SI strategic engagement with key policymakers and civil society leaders.

Qualifications: Minimum qualifications for the position include a Master's degree in liberal arts or related field plus a minimum of five-year experience in non-profit setting preferably in prospect research including three years in a management role. Administrative experience in project management, implementation, and evaluation, and in-depth understanding of organizational processes and systems is also a requirement. The Director must possess an ability to think strategically, delegate responsibly and listen carefully. He/she will build consensus and communicate as well as advocate effectively. The Director must be able and willing to share credit for successes and encourage the integration of others' ideas and proposals.

SENIOR POLICY ANALYST

Position Description: Senior Policy Analyst is expected to prepare briefings, information papers, policy analyses and recommendations. The SPA shall provide products that reflect: documentable research, comprehensive coordination, relevant information, problem identification, potential solutions, and recommended solutions. The products shall be delivered in the correct format, using clear and proper communication standards, and using established, secured document sharing systems. The SPA shall be able to work in collaborative and complex environments, with the ability to shape and manage sensitive information sharing. The SPA shall identify and coordinate potential areas of collaboration between SI and other relevant government agencies or non-governmental organizations. The SPA shall produce written communication using various formats. The SPA shall possess the ability to prioritize their workload, think critically, identify problems, develop and implement solutions, and communicate effectively verbally and in writing. The candidate shall be able to coordinate and synchronize national-level joint and inter-organizational strategy development.

Qualifications: The candidate shall have 3-5 years of related work experience and preferably a Master's degree in any social science major. Public presentation skills and keen interest in both qualitative and quantitative research desired.

PROGRAM OFFICER/ANALYST

Position Description: Program Officer works both independently and as part of a team. S/he will:

- A) Works with community, civic and educational leaders to enhance SI partnership with community and civic organizations;
- B) Designs and execute SI community empowerment programs and conducts data collection, observation, interview to provide information about SI program effectiveness;
- C) Prepare and delivers keynote presentations and professional development workshops and courses community leaders;
- D) Engages in relationship-building and networking activities and understands the importance of these activities to SI partners; and
- E) Identifies opportunities for new partnership and writes proposals in response to specified needs and conditions.

Qualifications: A bachelor degree in statistic or any social science major. Strong quantitative background preferred. Interest in and/or knowledge of, evaluation, research methods, study design and measurement, data collection, and quantitative and qualitative analysis are required.

PROGRAM OFFICER / DEVELOPMENT OFFICER

Position Description: Development Officer works closely with Senior Policy Analyst and the Director to explore funding availability/possibility for SI programs. DO will lead all SI communication with government and non-governmental agencies to seek funding for and promote SI community empowerment efforts. In collaboration with the Director, the DO will spearhead development efforts as SI continues to grow in its scope and expand its network. Other responsibilities of DO include:

- A) Secure organizational partnership and financial support from foundations – both government and non-government – interested in promoting peace and social justice by empowering community organizations and their efforts;
- B) Create and execute a strategy for a sustained base of annual funders;
- C) Overseeing organization of special events/meetings with potential supporters; and
- D) Developing and tracking proposals and reports for all fundraising efforts.

Qualifications: A Bachelor degree in business administration or community management. Master's Degree preferred. Experience in community organizing and donor relations is considered a key qualification.