Chapter Development Manager, Americas and Caribbean Region
Women in Global Health

Background

Women in Global Health (WGH) is an organization built on a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. It is a US 501(c)(3) started in 2015, which has grown to include over 50,000 supporters in 90 countries and has 40 official chapters, with a strong presence in low-and middle-income countries. There are also 4 regional affiliates: Francophone West Africa Initiative, Africa Hub, European Initiative, and Latin America Initiative. The global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, by advocating to existing global health leaders to commit to transform their own institutions, and by holding these leaders accountable.

WGH has been featured in CNN, NPR, EuroNews, the Lancet and Devex for its work and maintains a robust presence via in person and virtual events at major global health and international development forums, such as the World Health Assembly, High-Level Political Forum and UN General Assembly. WGH is unique in its approach, connecting global and national policy-making to local reality. Most recently, WGH was able to get three of our COVID 50/50: Five Asks for Gender-Responsive Global Health Security into the 73rd World Health Assembly’s COVID-19 resolution supported by 130 of 194 member states.

About the role: Are you passionate about uniting women and supporters of gender equality from a local and global context? Women in Global Health (WGH) has catalyzed a global network of national chapters aiming to enable women from around the world to engage at national and global levels in policy development and leadership, particularly for women that are under-represented in global health leadership, especially from Lower Middle Income Countries (LMICs). Women in Global Health is seeking a Chapter Development Manager of the Americas and Caribbean Region to develop WGH chapters and promote WGH global campaigns at the local level and further our movement to bring together all genders and backgrounds to achieve gender equality in global health leadership.

Job Description

Movement Building:

- Co-creating and implementing a chapter development strategy
- Stakeholder mapping and landscape analysis of movement building in the Americas and Caribbean Region on women's leadership, women in health and gender equality in global health
• Meeting with current (and prospective) chapter members to understand their needs and interests on a monthly basis
• Planning and hosting quarterly event(s) that support WGH campaigns at the regional level; events could be training programs or convening of other events

Governance:
• Co-creating governance tools for chapter development, including a dynamic, virtual learning book for chapters to share tools, examples of good practices
• Support WGH chapter development processes and resource mobilization
• Collate local interest in WGH into one national chapter (sub-national structure is to be determined by the chapter, while adhering to WGH values; WGH will interface with only one national chapter, with the exception of disputed territories)
• Creating a database of speakers from chapters in the region on a variety of topics that WGH participates on (i.e. women’s leadership, gender, health workforce, universal health coverage, Covid-19, health systems, power and privilege)

Monitoring & Evaluation:
• Deliver a chapter report twice a year that includes updates from all chapters in the Americas and Caribbean Region
• Capture chapter impact stories/narratives monthly
• Reporting findings and progress on a consistent basis to the WGH Director of Global Movement Building
• Support in preparing chapter update briefs for the WGH Board, in coordination with the Chapter Development Team

Communications:
• Act as the primary liaison between WGH Global and WGH chapters in the Americas and Caribbean Region
• Handling communication to and amongst local members and other regional stakeholders
• Representing WGH in regional industry gatherings and events
• Coordinate with the WGH communication teams regarding all chapters
• Provide basic communication support to chapters in the region
• Managing the chapter development budget and chapter allocations for the region

Skills Needed:
• A Bachelor's Degree and 5+ years relevant experience, or a Master's level degree and 5+ years is ideal, but we will consider all candidates and evaluate backgrounds individually
Competencies: Comfort with uncertainty; Entrepreneurial nature; Vision; Ability to inspire others; Leadership and team building; Decision-making; Self-management; Development of networks; Strong communicator and relationship builder

Fluent in English and Spanish is required (reading, writing, and conversation). Additional knowledge in French is an asset.

Availability to travel internationally up to 30%

Flexibility to work non-traditional hours with an organization working with a global team

Experience Desired:

- 5+ years of relevant experience, including: Partnership management; Strategic and operational planning; Business Planning; Project management; Fundraising; Stakeholder management
- Significant fundraising experience and track record
- Relevant experience in organization, movement and network building
- Strong foundation in feminist principles and power, privilege and intersectionality frameworks
- Significant regional experience and exposure to social enterprise/development

Anticipated Deliverables:

- Preparation of a regional plan for a more established presence and movement for WGH in the Americas and Caribbean Region
- Plan will include a budget and proposed fundraising strategy for next 2-3 years in coordination with the WGH Global Secretariat
- Plan will identify high priority action areas to create, support and engage a national community of Women in Global Health, which includes hosting quarterly activities, creating and maintaining national WGH Lists and regional annual events

Anticipated Salary and Timeframe:

- Approximately 2,000-3,000 USD per month
- Timeframe: 1 year, renewable, full-time (approx. 40 hours per week)
- Anticipated start: May 2022

To apply, please e-mail your CV and cover letter by April 5th at 11:59 ET to operations@womeningh.org with “Chapter Development Manager” in the subject line.