JOB DESCRIPTION: **MEMBERSHIP MANAGER**

**JOB PURPOSE**

The Membership Manager (MM) of the Women’s International League for Peace and Freedom (WILPF) has the overall responsibility to build up WILPF’s membership unit, develop and implement a strategy for membership development, and ensure that WILPF continues to be a safe, diverse and inclusive organisation that brings women together through membership to advance feminist peace.

The MM is preferably based at the International Secretariat in Geneva. This job description identifies the different responsibilities of the MM.

**RESPONSIBILITIES**

1. **Strategic development**
   - Develops a membership strategy in line with the International Programme 2018-2021 and the Strategic Plan 2017-2021 in order to support WILPF to:
     - expand and improve its grassroots infrastructure;
     - diversify the membership;
     - foster safe spaces for dialogues and debate between members; and
     - deepen its political power over time.
   - Develops an operational work plan for internal communications among the membership, to ensure there is a mutual exchange of information about global and national developments, campaigns, advocacy activities, and similar. The membership strategy and plan shall include the existing membership portal myWILPF and the Membership monthly newsletter.

2. **Promoting WILPF membership**
   - Mobilises and works with WILPF’s existing membership as a resource in growing WILPF.
   - Supports WILPF Sections/Groups with developing local membership plans.
   - Identifies and manages campaigns, events, initiatives, and actions aimed at growing and diversifying WILPF’s membership.
   - Represents WILPF as agreed with the Secretary-General in meetings and political spaces.

3. **Collaborating with WILPF Sections, Groups and International Members**
   - Manages International Secretariat (IS) support to Sections/Groups/Regions to implement the International Programme, including through capacity building, small grants, and resource mobilisation.
   - Collaborates with WILPF Sections/Groups on identifying events, happenings, actions and opportunities to sustain activism and mobilise membership.
• Develops and devises systems to ensure timely follow-up on issues arising from WILPF Sections.
• Visits and travels to WILPF Sections/Groups and takes part in international events in which the membership participates.

4. Collaborating with WILPF International Board and Congress
• Liaises with the Secretary-General to ensure that the International Board is cognisant of work done related to membership developments and attends the International Board meetings when relevant.
• Participates actively in relevant organisational bodies, such as the Congress Steering Committee.

5. Managing work plan and team
• Manages, leads and develops an overall work plan of the membership team with the Membership Coordinator and Intern.
• Participates actively in internal monitoring, evaluation, and learning (MEL) processes and ensures a membership perspective in organisational strategy meetings.
• Oversees financial management responsibility for budget implementation and sub-granting processes to Sections/Groups from WILPF International Secretariat.
• Supports the fundraising of WILPF International Secretariat membership budget.

6. Accountabilities
• Able to develop and implement a membership strategy for WILPF International Secretariat, which improves the existing infrastructure, systems, and protocols, and leads to a) growth in the memberships, b) better integration between membership and professional activities within WILPF, and c) shared ownership of all of WILPF.
• Ability to develop collaborative and inclusive structures with the International Secretariat and Membership.
• Ability to lead and oversee the development of WILPF membership work channels.
• Ability to provide good feminist leadership through practices that promote work/life happiness.
• Ability to advise and support Congress, IB and staff on membership development.

7. Interdependencies and Reporting
The Membership Manager reports to the Secretary-General and works in close collaboration with the Director of Global Programmes and the Communications
Manager. The Membership Manager works closely with the Membership Coordinator and the Membership and Office Management Intern.

8. Knowledge and Skills

- Extensive experience working in/with membership organisations, feminist movements, and with grassroots or local civil society organisations in various contexts.
- Proven track record in project management, grant management, and outreach, with the ability to establish priorities and to maintain a variety of projects and activities simultaneously.
- Experience with developing, organising and implementing non-violent direct actions, innovations and happenings with a strong focus on movement building.
- Strong collaborative skills and the ability to organise work across departments to achieve common objectives.
- Excellent fluency in written and spoken English (additional language is an advantage, especially Spanish or French).
- Effective mediation skills.
- Commitment to WILPF’s vision, aims and principles.

9. Education and Experience

- University degree and at least 5 years of experience in the field, or if no degree, at least 7 years equivalent experience.
- Good knowledge and experience of feminist movement building and demonstrated experience working to support the engagement of a membership organisation.
- Prior experience in a membership organisation, an NGO, and/or campaign organisation a plus.