Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization.
We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath through the implementation of unarmed civilian protection programming.

THE ROLE:
NP is seeking a representative to establish an NP presence in Washington, D.C. The Washington, D.C. Representative will advance the understanding, acceptance and support for NP and unarmed civilian protection (UCP) with members of Congress and their staff, various departments and agencies in the executive branch, and NGOs. The person will represent NP at working groups, conferences, public events, and formal and informal meetings related to civilian protection, violence prevention, peacekeeping, peacebuilding, and nonviolence. The Washington, D.C. Representative will coordinate closely with NP’s UN Representative and NP’s External Relations Manager. This person will also do targeted outreach to mainstream the concept of UCP and raise funds in support of the organization. Outreach will focus on U.S.-based organizations with an international focus, such as Rotary International and faith-based organizations, among others.

KEY OBJECTIVES/RESPONSIBILITIES:
In this strategic and yet hands-on role, The Washington, D.C. Representative will:

- Work with the Executive Director, Advocacy Director, UN Representative and NP’s Heads of Mission, as well as other representatives to develop a comprehensive and coordinated strategy to advance policy and funding support for UCP and NP.
- Advance policy and funding support for UCP and NP in the U.S. government.
- Cooperate with and enlist the support of NGOs working in similar fields.
- Serve as a public resource for the latest research and other advances in the field.
- Speak on behalf of NP at public events and conference.
- Assist in mobilizing resources and financial and other support for UCP.
- Provide input to enhance NP’s social media presence.
- Plan programs for and accompany NP field staff on advocacy visits to D.C. and other locations.
- Network extensively in relevant governmental and non-governmental circles.
- Maintain a database for contacts.

QUALIFICATIONS AND COMPETENCIES:
The Washington, D.C. Representative will have demonstrated abilities to:

- Start up a new project.
- Speak at public events.
Advocate for governmental support of UCP.
Organize public events.
Work independently and as part of a team.
Create a comprehensive case for support.
Plan strategically.
Prioritise tasks, analyse problems, then devise, and execute responses.
Organize volunteers to support project goals.
Work in fluent and precise English.
Manage a department budget.
Fundraise from institutional donors as well as individuals with support of U.S. office.
Able to legally work in the United States without NP sponsorship

Additionally, the Washington, D.C. Representative will have:
Deep understanding of civilian protection needs throughout the world.
Ability to articulate the philosophy and methodology of unarmed civilian protection (UCP).
Deep understanding of U.S. governmental processes.
Excellent communication skills, both verbal and written.
At least 3-4 years of experience successfully influencing public policy; related field experience is a plus.
Advanced academic degree in a relevant subject: international affairs, humanitarian work, refugee studies, human rights, political science, law, conflict resolution, peacebuilding or related field.
Advanced computer skills and confident user of Microsoft Office (Word, PowerPoint, Excel, and Outlook).
On a personal level, empathy and commitment to the work of NP and its values.

HOW TO APPLY:
If you have the background and experience required for this exciting new role and have a genuine interest to support the work that we do, we want to hear from you!

- Please send an application comprising a detailed CV and cover letter to: info@nonviolentpeaceforce.org
- Please state in the subject line of the email: Washington, D.C. Representative
- The closing date for applications is Friday, February 15, 2021.
- Interviews could be on a rolling basis. Candidates may be identified before the closing date.

Special Notice:
Nonviolent Peaceforce is an Equal Opportunity Employer and is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

We believe that systemic inequality disproportionately hurts the most marginalized people in society, including Black, Indigenous and People of Color (BIPOC), people from working class backgrounds, women, and LGBTQ people. Because NP believes that these communities must be centered in the work we do in reducing violence arising due to racism, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.