



Strengthening Community Responses  
to HIV Treatment & Prevention

## **Job Description: Executive Director**

**About the International Treatment Preparedness Coalition (ITPC):** ITPC is the world's leading community-based movement of people living with HIV (PLHIV) and their supporters united in promoting access to treatment. ITPC members include community organizations, local NGOs, researchers, and activists with strong expertise in HIV treatment, HIV co-infections, health systems and related issues. For nearly a decade, ITPC has advocated for treatment access and promoted treatment literacy, ensuring that PLHIV actively shape their own futures and lead productive lives.

ITPC through its regional networks is primarily centered in the global south where millions lack access to affordable treatment and services, and good health is considered a privilege. ITPC communities work towards developing a greater understanding of affordable treatment and services as a basic entitlement and core pillar of their right to life, and demanding meaningful participation in securing their basic human rights.

The Global Secretariat supports ITPC-affiliated regional networks and community partners through enhancing treatment literacy; amplifying ideas, information and actions; linking diverse group of peoples and institutions; and working alongside communities to advocate for access to health, a fundamental human right.

**Position Description:** The Executive Director is the most senior staff position in ITPC and leads the organization. The Executive Director is appointed by and reports directly to the ITPC Global Advisory Board.

**Overall Objective:** To lead ITPC in building a global movement to achieve treatment access for HIV (and associated co-infections) through direct management of the ITPC Global Secretariat and associated Regional Networks and partners.

The Executive Director manages a Global Secretariat comprising of staff based in New York and in various regional locations. Much of ITPC's programmatic work is implemented through its regional network affiliates and other partners. The Executive Director may hire consultants from time to time for specific pieces of work.

## Key accountabilities:

- ✚ Manage the ITPC Global Secretariat to ensure an effective, efficient, cooperative and cohesive operation.
- ✚ Manage the next phase of network development including the implementation of [ITPC's Strategic Directions 2012-14](#).
- ✚ Mentor, train and supervise staff to ensure maximum productivity, and to create a supportive work environment that encourages superior achievement and professional growth.
- ✚ Develop ITPC's budget for approval by the Board and manage financial performance and reporting.
- ✚ Develop and lead a fundraising strategy to deliver sustainable resources consistent with the budget, including the management of donor relationships.
- ✚ Oversee the implementation of ITPC project and advocacy work, including ensuring that donor expectations are met.
- ✚ Provide advice to the Board on strategic issues such as positioning, organizational structure, registration, partnerships and other elements of strategic direction.
- ✚ Manage ITPC Regional Networks to ensure their needs are taken into account, and that they implement ITPC's project and advocacy work in accordance with operational plans.
- ✚ Develop and manage partnerships and relationships with other stakeholders.
- ✚ Represent ITPC and its treatment access advocacy agenda in appropriate forums to further the organization's objectives.

**Location:** The finance and administration operations of ITPC are in New York City. While New York would be the preferred location for the Executive Director, consideration will be given to other locations.

**Travel:** The position requires significant overseas travel. As ITPC is a global organization, the need for communication outside normal working hours to take into account time differences is required.

### **Job Qualifications:**

The successful candidate must have:

- ✚ A proven track record with 8-10 years progressively senior management experience in a community-based NGO with significant budget and staff responsibilities.
- ✚ Demonstrated experience in leadership and managing complex inter-organizational relationships.
- ✚ Experience in the development and implementation of advocacy strategies and plans.
- ✚ Advanced communications skills, including public speaking, media, and fluent spoken and written English.
- ✚ A demonstrated dedication to human rights and social justice.
- ✚ Experience working in culturally diverse regions of the global south.

Preference will be given to a candidate who has:

- ✚ Experience working internationally.
- ✚ Knowledge of the issues surrounding HIV treatment and care.
- ✚ Fluency in a second language.

### **Applications:**

Potential candidates should submit a detailed cover letter and résumé by email to: [recruitment@itpcglobal.org](mailto:recruitment@itpcglobal.org)

Applications will be accepted until **October 16, 2012**, or until a suitable candidate is identified.

Please note: While we thank all applicants for their interest, we are unable to respond to everyone. As such, only those candidates selected for an interview will be contacted.

People living with HIV are encouraged to apply.