

# American Friends Service Committee

1501 Cherry Street, Philadelphia, PA 19102

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## Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee (AFSC) is a Quaker organization, which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person, and faith in the power of love to overcome violence and injustice. The Quaker UN Office is a legal entity of AFSC.

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### POSITION DESCRIPTION

**TITLE:** Director, Quaker United Nations Office – New York

**STATUS:** Full-Time, Exempt

**SUPERVISOR:** AFSC General Secretary (or designee)

**REGION/UNIT:** [Quaker United Nations Office](#)

**LOCATION:** New York, New York

**DATE APPROVED:** May 2021

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**APPLICATION DEADLINE: JULY 2, 2021**

**FOR CONSIDERATION, PLEASE ATTACH YOUR COVER LETTER AND RESUME TO THE ONLINE APPLICATION IN ADDITION TO ANSWERING THE APPLICATION QUESTIONS.**

### QUAKER UNITED NATIONS OFFICE – NEW YORK (QUNO)

*“Grounded in the Quaker belief that there is that of the divine in every person, QUNO New York seeks a United Nations that addresses key drivers of peace and violence, including the structures and systems that produce exclusion and injustice; that facilitates and supports change through peaceful means; and whose policies and practices reflect a diversity of voices, such that people around the world can safely and peacefully achieve their potential.” ~ QUNO Vision Statement*

QUNO- New York’s 2020 Strategic Plan *“Quiet Diplomacy at the Frontiers of Peace”* articulates a central theme for QUNO’s work, to “expand constituencies of support for sustainable and people-centered strategies for peace among key UN stakeholders”. QUNO will pursue this strategy in the context of UN policies and agendas that relate to building sustainable peace, both over the longer term and in crisis response, while continuing to foster a growing understanding of what lies at the heart of efforts to build a peaceful world.

QUNO- New York is set up as a partnership between AFSC and the Friends World Committee for Consultation (FWCC), acting together as trustees of the Quaker witness and the Quaker presence at the United Nations in New York. The Quaker UN Committee - New York (QUNC) is responsible for approving the strategic plan, setting program priorities, recommending program plans and budgets, and monitoring and evaluating the work of QUNO in consultation with the AFSC General Secretary. The QUNO New York office is legally and administratively part of the American Friends Service Committee, based in Philadelphia. The

QUNO Director is an employee of AFSC. The AFSC General Secretary or designee provides general management supervision of the QUNO Director.

QUNO grounds its approach in Quaker values and ways of working, with an emphasis on facilitating relationships, convening spaces for stakeholders to deal with difference through dialogue, integrating the voices of those with lived experience of peace and conflict, and lending support and encouragement to international policy makers engaging at the UN to enact policies and practices that actively build peace and address conflicts nonviolently.

QUNO-New York has a collegial relationship with the Quaker United Nations Office – Geneva (QUNO-Geneva), with a strong intention to deepen collaboration between the offices. There is also a strong intention to grow the operations of QUNO NY, in collaboration both with Geneva and the AFSC International Programs Unit. The QUNO NY Director will play an important role in raising the resources needed to expand the Quaker witness at UN Headquarters. The observance of the 75<sup>th</sup> anniversary of QUNO in 2022 will need immediately to be a high priority for the QUNO NY Director.

## **OVERALL PURPOSE OF THE POSITION**

The Director, as the senior representative (together with the Director of QUNO-Geneva), leads the Quaker presence and witness at the UN. Their responsibilities include advancing the QUNO mission through effective programmatic and administrative leadership; playing a key role in obtaining and managing financial resources (including grant management); and managing outreach and collaboration activities.

## **ESSENTIAL FUNCTIONS/RESPONSIBILITIES**

### ***Representation and Leadership***

1. Act as the senior representative (together with the Director of QUNO Geneva) of the Religious Society of Friends at the United Nations. Speak and act on behalf of FWCC, (the accredited entity for the QUNO offices), on official UN occasions, according to the established procedures for such communications. Function as the chief spokesperson for QUNO-New York. Promote and communicate Quaker insights, perspectives and concerns within the UN community, and support others whose goals are consistent with Quaker concerns where appropriate.
2. Coordinate with the Director of QUNO Geneva to put in place a shared strategy and goals for Quaker engagement with the UN, aiming to jointly lead the shared Quaker priorities in an integrated way.
3. Be alert to emerging strategic issues at the United Nations that relate to Quakers' concerns and the QUNO mission and bring them to the attention of the QUNC and Quakers more broadly, as and when appropriate.
4. Build and maintain appropriate institutional relationships with governments, the United Nations secretariat, agencies, funds and programs, (including related multi-lateral bodies and agencies), and civil society organizations.
5. Participate in AFSC-wide leadership groups and facilitate an effective exchange between QUNO-New York staff colleagues and senior management of the AFSC.
6. Provide information and analysis to the QUNC-NY in support of its governance role in program choice, budgets, monitoring, and evaluation.

### ***Strategic Direction and Program Planning and Evaluation***

1. Provide creative leadership and strategic guidance for all QUNO New York program work. With the QUNC and QUNO staff, formulate and oversee implementation of a multi-year strategic plan.
2. Lead QUNO team in annual program planning and evaluation.
3. Guide and support the implementation, monitoring, and evaluation of program work of QUNO staff, encouraging high quality work along with continuous improvement and innovation.
4. Establish a close partnership with the AFSC advocacy and international program leadership to strengthen partnerships, harmonize planning, and create opportunities for joint work.

#### ***Outreach and Development***

1. Collaborate with AFSC Development staff members, the Director of QUNO Geneva, and the QUNC to develop a multi-year fundraising strategy for QUNO-New York and ensure that the fundraising goals of QUNO-New York are implemented and met.
2. In partnership with AFSC Development staff members, lead and manage the funding partnership and foster relationships with funders and prospective funders, including seek grant funding and collaborate in major donor identification, cultivation and solicitations as appropriate. Ensure QUNO-New York compliance with organizational grant guidelines and standards and be accountable for grant management and compliance.
3. Develop and maintain a multi-year media and communications strategy for QUNO-New York, in coordination with QUNO-Geneva, Friends World Committee on Consultation (FWCC), and the AFSC Communications Department. Oversee the implementation, and evaluation of the communications plan, ensuring that QUNO communications comply with FWCC and AFSC policies and procedures, as appropriate and ensuring that any formal communications with the UN are in accordance with organizational procedures.
4. Maintain relationships and communications with the Religious Society of Friends as appropriate and coordinate with other Quaker organizations working or having interest in the United Nations.

#### ***Organizational, Financial, and Property Management***

1. In coordination with the AFSC Supervisor, manage the QUNO-New York budget, including preparing an annual budget as part of the program-based planning process, monitoring income and expenses as outlined in the approved budget, and taking appropriate actions to balance the budget each fiscal year.
2. Ensure staff compliance with AFSC financial policies, procedures, and directives, as well as good stewardship of AFSC facilities, equipment, and other assets.
3. In partnership with AFSC and the Quaker House Committee, oversee the maintenance and upkeep of Quaker House.
4. Cultivate a work environment that attracts and maintains a diverse and highly motivated staff.
5. Promote continuous professional development, teamwork, and common purpose among and between staff members.
6. Ensure that staff members set clear, results-oriented goals for their work and conduct annual performance reviews based on agreed upon objectives.
7. In consultation with AFSC, ensure that QUNO-New York has an up-to-date security plan and manage all security issues, including emergency situations as they arise.
8. Work in consultation with the staff of the AFSC Human Resources and Diversity, Equity and Inclusion Departments, and other AFSC and QUNO staff members as appropriate, to apply AFSC's affirmative action policies to staff hiring, administrative functioning and program work.

## **QUALIFICATIONS**

1. Member of the Religious Society of Friends, and currently active in the life of the Religious Society of Friends. Deep personal devotion to Quaker values and testimonies and high standards of personal and professional integrity.
2. Familiarity and compatibility with Quaker values and testimonies that undergird the work and methods of QUNO and an understanding of and commitment to the concerns and considerations of the Religious Society of Friends world-wide.
3. Commitment to non-violence, equality and social justice and the belief in the intrinsic worth of every individual.
4. Familiarity with international diplomatic practices or policy processes. Demonstrated results in outreach and development.
5. Ability to travel frequently, and to work long hours and some weekends.
6. Experience functioning in both the U.S. and international arenas preferred.
7. Demonstrated experience working within a complex organizational structure, with committee decision-making, consultative processes, and within a formal framework of Quaker decision-making.

**EXPERIENCE:**

1. A minimum of 15 years of experience in international relief and development, diplomacy, multi-lateral institutions, and policy and advocacy work; with at least five years of experience in program planning, implementation and grant-proposal writing; and at least four years of experience in a senior management position where there was responsibility for supervising staff members, developing and monitoring budgets, and raising funds.
2. Demonstrated knowledge of the United Nations system, its working methods, and its principles.
3. Demonstrated skill in the use of quiet diplomacy, bridge-building and networking, and expertise in conflict transformation, facilitation and mediation.
4. Demonstrated leadership and management skills and experience in budget development and management.
5. Demonstrated experience in staff supervision and development, including use of coaching and mentoring techniques.

**EDUCATION:**

Advanced degree in international studies, non-profit management, peace studies, or a related field.

**OTHER REQUIRED SKILLS AND ABILITIES**

1. Demonstrable expertise in analysis and interpretation of international social, political and economic developments
2. Ability to handle complex and abstract ideas and to think strategically
3. Demonstrated ability to connect with diverse audiences and to influence situations using tact and diplomacy; ability to persuade and motivate others.
4. Strong interpersonal skills, with knowledge of and experience in using consultative decision-making processes; experience working under pressure and adapting to changing situations and priorities.
5. Demonstrated capacities in team leadership and in working collaboratively with individuals, groups and organizations.
6. Demonstrated ability to work effectively in English, both orally and in writing. Ability to work in at least one other UN language is an advantage.
7. Excellent computer skills.

8. Initiative, creativity, drive, energy and a sense of humor.

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**COMPENSATION:** Salary Range begins at \$125,000 and commensurate with experience – Exempt - Compensation includes comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances; defined benefit pension plan plus fringe benefits; participation in unemployment and worker’s compensation; and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their race, age, sex, gender identity, sexual orientation or disability.

The central office of the AFSC and some offices in the U.S. are unionized workplaces. This is a management position and is not represented.

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