

WFWPI Seeks Director of Giving for Good Intl / Executive Assistant

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This full-time position is part of WFWP International (WFWPI). The Director of GFGI and Executive Assistant to SVP reports directly to the CAO/Deputy Director of WFWPI/UN Office in New York, Merly Barlaan, and the WFWPI SVP and Founder of GFGI, Dr. Sun Jin Moon, and works in close collaboration with the New York office trinity. This position also has a close working relationship with the WFWPI Headquarters in Korea (i.e. the ISG and the IA).

Job Brief:

The GFGI Director and Executive Assistant to SVP will support the GFGI Founder and WFWPI SVP to develop and achieve GFGI's vision and goals by developing strategic and time-bound activities and projects, as well as messaging. The Director will be responsible for the delivery and overall success of these activities and will supervise volunteers and interns, and inform the leadership on progress and performance. All activities will relate to the area of circular fashion as a means to support charitable giving.

The goal is to ensure every activity will be delivered successfully and add the highest possible value to the organization.

The Director of GFGI and Executive Assistant to SVP will be supported by the WFWPI/UN Team in New York in developing GFGI, and therefore will participate in regularly scheduled meetings with the WFWPI UN Office trinity as part of the office team. The Director will also participate in regularly scheduled monthly meetings with the Founder of GFGI, Dr. Sun Jin Moon.

This position is a unique opportunity to:

- Support a cause that is dear to True Mother
- Build a humanitarian and environmental aid program from the ground up

Job Title: Director of Giving for Good Intl/Executive Assistant to SVP

Job Location: New York, NY

Job Type: Full Time

Job Description:

- Initiate and set goals for GFGI activities according to the strategic objectives of the project
- Plan the activities from start to completion involving deadlines, milestones, and processes
- Develop and maintain a start-up online store
- Ongoing fundraising projects
- UN related advocacy
- Develop budgets and operations for approval
- Develop partnerships with like-minded organizations

Executive Assistant to the Senior Vice President of WFWPI

- Communications with the offices of the WFWPI President, Secretary-General, and UN Relations in NY (i.e. Nicole, Mion, Grace).
- Communications related to WFWP and Family Federation leadership in North America, South and Central America, and Europe.

- Attend meetings of WFWPI, UPF International, and FFWPU leadership on an as needed basis.
- Liaison for SVP's participation in webinars/virtual meetings.
- Assist as needed on tasks related to the work of the SVP of WFWPI.

Skills & Education -Industry Standard

- Experience in a managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent knowledge of performance evaluation techniques and key metrics
- Outstanding knowledge of data analysis, reporting, and budgeting
- Working knowledge of MS office and program management software (e.g. Basecamp, MS Project, etc.)
- Business acumen with a strategic ability
- Excellent organizational and leadership skills
- Analytical mindset with great problem-solving abilities
- Excellent communication skills
- BSc/BA diploma; MSc/MA is a plus

Required Skills and Education by WFWPI

- Bachelor's Degree or higher
- Experience in administration and/or management
- Experience in team and project management
- Experience using project management tools such as ClickUp, Trello, Monday, etc.
- Excellent verbal and written communication skills
- Experience in developing and presenting in-depth reports
- Strong team leader and member and leadership skills
- Willingness to develop and work in a team environment
- Organized and detail-oriented
- Word and Google applications
- Experience with email marketing and social media platforms
- Ability to think strategically
- Ability to delegate, coach, and train

Desired Interests and Skills

- Ability and passion to bring big ideas to fruition
- Ability to work in collaborative environments
- Interest in climate action (SDG 13) and circular fashion

HOURS: Monday through Friday, 9 am to 5 pm

SALARY: \$31,200 per year

TO APPLY: E-mail your resume along with a cover letter, and 2 letters of recommendation to gfgi@wfp.org

The deadline for applications is July 15th, but early applications will be considered as soon as possible.