



## **War Childhood Museum: Country Director, Ukraine**

War Childhood Museum (WCM) is an international organization with a head office in Sarajevo, Bosnia and Herzegovina, and offices in Kyiv, The Hague, and New York City. WCM is the world's only museum exclusively focused on war-affected childhoods and laureate of the Council of Europe Museum Prize. Its Kyiv office opened in 2020 and has three full-time staff members and up to ten part-time collaborators (research, translation, transcription, social media, accounting). This office manages WCM's activities in Ukraine: research and documentation, exhibition, and educational activities. Since 2020, this office has established WCM's Ukrainian collection and developed a traveling exhibition presented in Kyiv in 2021<sup>1</sup> and Kherson in 2022. More information about WCM's work: <https://warchildhood.org/ua/> and <https://warchildhood.org>.

The WCM is looking for an experienced professional to serve as WCM's Country Director for Ukraine. This is a full-time position based in our office in central Kyiv (currently online). We invite qualified applicants to consider this opportunity to become part of a growing international organization. In the next stage of Kyiv office development, we aim to expand our activities in Ukraine and open a permanent museum in Kyiv. While we already have a collection, exhibition, and know-how needed for the management of a permanent museum, this means we will have to attract additional funding, find adequate space, and grow the team.

### **Country Director, Ukraine**

The Country Director Ukraine will manage all the activities of WCM in Ukraine and will work directly with WCM's head office. We are looking for a motivated, experienced professional to lead our Kyiv office towards the opening of a permanent museum in Kyiv.

### **Responsibilities**

- Partnerships: establishing and managing meaningful relations with governments, non-profits, the international community, corporate partners, and media
- Development: managing existing and attracting new grants and funding
- Strategic planning: contributing to the strategic development of WCM Ukraine and strengthening capacities and image of the WCM in Ukraine
- General management: staff and contractors, financials, overseeing projects and activities
- Continuous contribution toward WCM's development in Ukraine, proactive approach that will enable organizational growth and sustainability
- Achievement of strategic goals

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<sup>1</sup> <https://www.nytimes.com/2021/06/24/arts/design/war-childhood-museum.html>



## Required Knowledge and Experience

- Proven experience in leading a small or medium-sized non-profit or extensive project/program management experience in non-profits is an advantage (you can apply if you have relevant and extensive experience in for-profit entities and motivation to move to a non-profit industry or particular interest in WCM's work)
- Solid history of recruiting, developing and retaining staff and influential volunteers, as well as achieving goals around strategic priorities
- Proficient in English and Ukrainian
- Effective communicator able to present the project to different stakeholders and media
- Experience in monitoring and evaluation, taking corrective actions and productivity enhancements
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- High performance, ability to solve problems, excellent organizational skills
- Excellent verbal and written skills, commitment to confidentiality, ability to exercise tact and diplomacy in dealing with stakeholders
- Proven fund-raising experience with foundations, international donors, or government(s) is an advantage
- Experience or advanced understanding of working with vulnerable groups is an advantage
- International experience is an advantage
- Marketing / PR / IT experience and advanced network across sectors (non-profit, culture, arts, media, international community) is an advantage

## Qualifications

- Bachelor's degree required; advanced degree preferred
- Five years of (non-profit) management experience
- Excellent computer skills
- Detail oriented, adaptable, organized, and able to successfully manage multiple projects and tasks
- Action-oriented, entrepreneurial, positive attitude, mission-driven, and self-directed

## How to apply

Please send a letter describing how you would use your knowledge, experience, and network to contribute to the development of the War Childhood Museum in Ukraine (including the opening of a permanent museum in Kyiv) and your CV (both in PDF format, and in English) to [jobs@warchildhood.org](mailto:jobs@warchildhood.org) before **20 May 2022**.



### **Additional information**

The tentative starting date is 1 June 2022, but there is flexibility both in terms of date and place, as our office in Kyiv is currently closed, and the team works online from different locations.

CVs and resumes created through online generators, as well as those not received through [jobs@warchildhood.org](mailto:jobs@warchildhood.org), will not be taken into consideration. Please note that only shortlisted candidates will be contacted. We intend to contact the shortlisted candidates by 23 May 2022.