

War Childhood Museum Foundation

12 September 2024

Vacancy: Operations and Development Director (Full-Time, Kyiv)

We are looking for an Operations and Development Director for our country office in Ukraine, starting 15 November 2024

About Us

The War Childhood Museum (WCM) is an international organization with offices in Bosnia and Herzegovina, the Netherlands, and Ukraine. WCM has been working in Ukraine since 2018, and since 2020, it has had an office in central Kyiv.

WCM is well known for its unique methodology and collection of objects and testimonies documenting the experience of childhood affected by war. Originating from post-conflict Bosnia and Herzegovina, WCM implements documentation, exhibition, and educational activities around the world. In 2018, WCM received the Council of Europe Museum Prize in the European Museum of the Year program.

In Ukraine, WCM has a collection of over 600 objects and testimonies from before and after the full-scale invasion and has been organizing exhibitions in and outside of Ukraine since 2021. WCM's team in Ukraine is currently working on expanding its collection and towards the opening of a permanent museum in Kyiv. The opening of the museum is a significant ambition that requires new partnerships to secure adequate space and necessary resources. The Operations Director will play a key role in achieving this goal.

More information: warchildhood.org and warchildhood.org/ua

About the Position

The Operations and Development Director plays a key role in the Ukraine office. Together with the Program Director, they ensure that WCM in Ukraine delivers optimally on its commitments and develops strategically towards the opening of a permanent museum in Kyiv. The Operations and Development Director has a dual role: on the Operations side, they are responsible for financial management, further development of internal systems, and compliance with internal procedures and legal requirements. The Operations and Development Director directly supervises financial and administrative staff. With regard to Development, they are responsible

for forming strategic partnerships that support WCM's mission in Ukraine and overseeing the financial and administrative obligations related to the opening of a permanent museum. As part of the Ukraine leadership team, the Operations and Development Director works closely and collegially with the Program Director. Together, they provide guidance to the team in Ukraine and report directly to the WCM Director-General, who is based outside of Ukraine. This is a full-time position based in Kyiv.

Tasks and Responsibilities

Operational Management

1. **Budgeting and Financial Management:** Collaborate with the Director-General and the Program Director Ukraine to develop the organization's budget. Monitor expenses and handle reporting to key donors. Oversee accounting and procurement.
2. **Human Resources Management:** Work with the Program Director Ukraine to manage staff, volunteers, and contractors, including recruitment, training, performance evaluations, and conflict resolution. Lead all contracting processes and ensure systematic implementation of WCM's HR procedures.
3. **Operational Efficiency:** Continuously improve internal processes and procedures, workflows, and systems to increase efficiency and reduce costs.
4. **Compliance and Risk Management:** Ensure the organization complies with all relevant legal, regulatory, and ethical standards, including tax regulations and grant requirements. Ensure that WCM takes all possible mitigation measures to contribute to the safety of its staff and visitors.

Development

5. **Preparatory work for the establishment of a permanent museum:** together with the Program Director, steer the team's systematic efforts towards this goal, and lead on financial and administrative preparations, including fundraising.
6. **Stakeholder Communication and Collaboration:** Build and maintain relationships with key stakeholders, such as donors, partners, board members, and community groups. Represent the organization in public or at events.
7. **Monitoring and Evaluation:** In concert with the Program Director, establish performance metrics to assess the success of programs and initiatives. Use data to guide decision-making and demonstrate impact to stakeholders, including funders and donors.
8. **Strategic Planning and Execution:** Work with the Director-General and the Program Director Ukraine to develop annual operational and financial plans, ensuring they are delivered efficiently, on time, and within budget. Work with the Director-General and Program Director to conduct quality financial and human resources planning for the team in Ukraine.

Considering that the Operations and Development Director is a new position in WCM, the incumbent will be expected to perform any additional tasks or responsibilities necessary to achieve the country office's goals.

Your Profile

We are looking with a well-rounded and entrepreneurial professional with the following profile:

- University degree in a relevant field.
- Minimum of 5 years of experience in a relevant area, preferably within nonprofit organizations, international organizations, or cultural institutions with international reach.
- In-depth knowledge of the political and social environment, with a strong understanding of the context of WCM's work in Ukraine.
- Proven financial management experience, including with regards to the development of budgets and financial reporting to donors.
- Track record with networking and fundraising: proven experience in developing and managing relationships with international donors (both governmental and private).
- Experience in public presentations, including conferences, media engagements, and other events.
- Excellent proficiency in English and Ukrainian, along with strong IT skills.
- Demonstrated managerial experience, preferably including with regard to human resources management.
- Strong attention to detail, flexibility, and proven ability to meet deadlines.
- Collegial leadership style and ability to work effectively with individuals from diverse backgrounds, collaborate online, and contribute to teams consisting of both full-time and part-time members.
- Strong social competence, flexibility, intercultural sensitivity, and adherence to professional standards.

What We Offer

We offer a key role with a long-term perspective in a fast-growing, internationally renowned, and award-winning organization with a strong social mission and a proven ability to positively contribute to society. We provide various professional development opportunities, including collaboration with international experts and coaching. Additionally, we foster a healthy organizational culture and environment, with wellbeing support for each team member.

We present a unique opportunity to be part of the establishment of a new permanent museum in Kyiv, which will reach millions of visitors in the future and become an important place of dialogue and reflection on the experiences of generations of Ukrainians.

We also offer a competitive salary and an environment where you can contribute your ideas and skills to help deliver WCM's innovative solutions and programs.

How to Apply

Please apply by sending a motivation letter and CV to jobs@warchildhood.org by September 30th at the latest. Early applications are welcome and will be assessed as they are received.

In the motivation letter, please make sure to include:

1. Your opinion on what are the preconditions for the WCM to have a permanent museum in Kyiv, and who are the most relevant stakeholders/partners (up to two paragraphs);
2. Details about your previous experience working with international donors;
3. At least one reference contact who can provide more information about you and your work.

Interviews will take place in Kyiv and online. Shortlisted candidates may be required to complete a test. If you have any questions, please send them to jobs@warchildhood.org.