

Deputy Director - Americas

Institute for Economics & Peace

- **Work on peace with one of the world's most renowned think tanks.**
- **Unique opportunity to have a global impact**
- **Full-time position, Based in IEP's New York Office**
- **Salary range 90k-100k USD plus retirement plan and medical benefits**

The Institute for Economics & Peace (IEP) is an independent, non-partisan, non-profit research institute dedicated to shifting the world's focus to peace as a positive, tangible and achievable measure of human well-being and progress. We do this by developing data-driven peace indices, insights and frameworks that enable communities, governments and civil society organizations to help build peacefulness locally and at a national level.

We are seeking an experienced and dynamic Deputy Director to help expand IEP's impact throughout the United Nations System, Latin America, and the United States.

IEP has pioneered the empirical study of peace, most notably through the groundbreaking annual Global Peace Index (GPI), which measures the absence of violence (negative peace) across 163 countries and territories, covering 99.7% of the world's population. We work with a wide range of international partners including Rotary international, World Vision and the UN Office of Counter-Terrorism among others, and we consult frequently for organizations including UNDP, the World Bank, the WTO, the OECD and the Commonwealth Secretariat. The Institute's research is featured regularly in leading international media publications including the Guardian, the Economist, Deutsche Welle, Washington Post, CNN, and BBC World.

In addition to strengthening existing partnerships, the Deputy Director will contribute to the expansion and cultivation of new networks. This includes the organization and promotion of IEP report launches and speaking engagements. The Deputy Director will regularly present on behalf of the Institute; we will provide the necessary training for you

to become progressively fluent in IEP research so you can competently deliver IEP presentations and key research findings when needed.

IEP has had a profound impact on traditional thinking on matters of security, defense, terrorism and development over the last 15 years and has been rated as one of the world's most impactful think tanks by size. We've delivered training courses in over 20 countries for thousands of peace builders, community leaders, universities, NGO staff, city officials, police officers and the military.

Through their work, the Deputy Director will have the opportunity to significantly expand peacebuilding data, knowledge and skills globally, delivering Positive Peace workshops and leading IEP participation in Positive Peace consultations with local and national partners throughout the continent and, in coordination with Regional Offices, globally.

The Deputy Director will also support the development of our consulting and training revenue streams by sourcing grant opportunities, pursuing leads, writing proposals and negotiating with potential partners and clients.

As Deputy Director, you will, in essence, be willing and able to perform many of the tasks currently under the remit of the Executive Director. As a small office you will be required also perform administration tasks, including any administration that is necessary to ensure the organization remains in good standing. This includes but is not limited to processing mail, queries, internal reporting, intern management, participating in staff training, arranging one's own travel and maintaining appropriate legal and financial records among others. Administrative duties are supported by a professional payroll services provider (Paychex) and an experienced and responsive office management and accounting team based in IEP's Sydney Headquarters.

The Deputy Director position is based in New York City and will include travel to cities in the US and across Latin America when of strategic value. The Deputy Director will report to the Executive Director, also based in NYC but will liaise frequently with other team members based in Regional Offices and Headquarters.

POSITION RESPONSIBILITIES

- Help expand IEP networks by sharing your expert view, performing general outreach and leveraging IEP product launches, training activities, speaking engagements and other events that may be of strategic value.
- Organize and lead launch events and speaking engagements as needed.

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- Develop, organize, and lead meetings with existing and potential partners.
 - Identify new revenue generating opportunities and follow up, including when necessary the writing and submittal of research and training proposals.
 - Maintain the current database of partners and leads, including an updated status for each and information on the relevant points of contact.
 - Report progress weekly.
 - Perform the daily administration tasks necessary to maintain a responsive office and to ensure its continued good standing.
 - Represent the Executive Director and the organization as needed.
 - Special Project: Increase IEPs impact at the UN and throughout Latin America, primarily through the increased adoption of Positive Peace and other measures beyond GDP.

POSITION QUALIFICATIONS:

- Excellent organizational, written, and verbal communication and time management skills.
- Experience successfully managing individuals and small teams
- Outgoing character with the ability to confidently approach new people, including those in more senior positions.
- Deadline-oriented and flexible and able to work on simultaneous projects and communicate ahead of time if they are unable to execute an assigned project or task.
- Proficiency in Microsoft Word, Excel, PowerPoint and Internet research.
- Experience writing grant requests and proposals.
- Comprehensive background in peace, development, data and international affairs
- Hard working and willing to work beyond normal office hours as the organisation is global and covers multiple time zones.

TO APPLY:

Please submit your CV and cover letter to info@economicsandpeace.org using the email title: POSITION: Deputy Director- Americas

To Learn more about IEP please visit: visionofhumanity.org - economicsandpeace.org,