



## **JOB DESCRIPTION: DEPUTY DIRECTOR – OPERATIONS AND OUTREACH**

### **The Opportunity**

The International Democrat Union (IDU) is seeking a motivated, innovative leader interested in helping to build our growing global network of centre-right political parties. If you are excited to develop relationships, passionate about event management, motivated to work in a small, agile team, and interested in building a profile among centre-right activists globally, this opportunity is for you.

### **The Organization**

The IDU's mission is to build relationships among the world's centre-right legislators, party activists and thought leaders, to share best practices for campaigning and governing and support like-minded parties in emerging democracies.

Founded in 1983 by centre-right leaders including Ronald Reagan, Margaret Thatcher, and Helmut Kohl, the IDU is a global alliance of more than 80 centre-right political parties committed to freedom and democracy. The IDU includes regional affiliates in Europe, Latin America, the Asia-Pacific, Africa, and the Caribbean. Major party members include the U.S.A.'s Republican Party, the United Kingdom's Conservative Party, the German Christian Democratic Union/Christian Social Union, the Conservative Party of Canada, and many others.

The IDU is a registered not-for-profit corporation in Canada and also maintains a staff secretariat in Munich, Germany.

IDU programming is focused on two networking conferences per year, including the flagship annual IDU Forum in Washington, D.C.

### **The Role**

Reporting to the Executive Director, the *Deputy Director – Operations and Outreach* is responsible for:

- Leading event planning and execution for IDU events with a focus on the annual IDU Forum in Washington, D.C.
- Overseeing and developing Strategic Partnerships, with a focus on the IDU's Donor Program, donor communications and engagement, prospective donor engagement and developing relationships with non-donor Strategic Partners in the centre-right policy community.

Depending on the candidate, this position can be structured as a full or part-time opportunity.

## **Requirements and Core Competencies**

The *Deputy Director – Operations and Outreach* shall possess:

- excellent organizational and time-management skills with the ability to work capably under pressure
- excellent oral and written communication skills; comfortable speaking publicly to larger audiences, while also communicating one-on-one with important stakeholders
- ability to effectively produce cogent, articulate, written reports
- the ability to work remotely as part of a small but focused team
- comfortable speaking publicly to larger audiences, while also communicating one-on-one with important stakeholders
- comfortable working with digital platforms that enable collaboration, including Slack and MS Office
- the ability to think strategically and develop strategic plans to drive tactical execution
- an interest in centre-right politics and awareness of current geo-political dynamics in countries with IDU member-parties and beyond
- committed to the highest ethical standards, and identifies with the centre-right values and goals of the IDU.

## **Key Responsibilities**

- **Operational Support:** Supporting the Executive Director in all facets of event planning for the IDU Forum, Washington D.C. and other events worldwide. This will include program preparation (concept and execution), communications, vendor and venue engagement, VIP liaison, volunteer coordination and oversight.
- **Operational Performance:** Building standardized processes for registration, invitations for speakers and VIP guests and other operational requirements that will increase the efficiency of the planning and execution of the IDU Forum.
- **Strategic Outreach:** Developing and executing a strategic plan to deepen the IDU's relationships with the donor community in Washington D.C. and worldwide.
- **Strategic Development:** Turn 'big picture' strategies for managing complex issues into actionable plans. Take the initiative to build specific plans for achieving broader strategic objectives and engaging new partners.
- **Public Speaking:** Regularly speak publicly to important stakeholders across the broader Washington, D.C. area, in order to assist in building the IDU's network and brand.

## **Location**

- Washington, D.C. (preferred)
- Open to consider remote work arrangement within North America

Interested candidates should submit a cover letter and resume to Executive Director Tina Mercep:  
tina.mercep@idu.org