



PEOPLE FOR EQUALITY AND RELIEF IN LANKA

1629 K Street, Suite 300 | Washington, D.C. 20006 | pearlaction.org | contact@pearlaction.org

PEARL Executive Director Job Description

Our mission is to advocate for justice and self-determination for the Tamil people in the North-East of Sri Lanka.

Our vision is for a Tamil nation that is inclusive, free from oppression and able to determine its own future.

People for Equality and Relief in Lanka (PEARL) is a 501(c)(3) non-profit organization led by Tamil human rights activists concerned about the situation in Sri Lanka. PEARL was formed in 2005 by Tamil volunteers who went to Sri Lanka and witnessed the human rights violations and the hardships of Tamils affected by the conflict. Upon our return to the U.S., we created PEARL to increase engagement between Americans and elected officials and to urge the U.S. government to play a role in improving human rights in Sri Lanka. For over 15 years, PEARL has been advocating for human rights and justice in Sri Lanka with U.S. policymakers, the United Nations, the European Union, and other governmental and non-governmental organizations. We conduct innovative research and analysis, centered in the experiences of Tamil victim-survivors, to report on key issues affecting the North-East of the island.

PEARL is seeking an Executive Director to provide strategic, visionary leadership to the Board, staff, and volunteers and drive a highly organized, mission-driven, inclusive, and effective advocacy, legal, and research organization. Providing PEARL's strategic direction—including on its advocacy, legal, and research projects—as well as improving its organizational culture, operations, and fund development, the Executive Director will work collaboratively to fulfill PEARL's mission.

About the Role

The Executive Director is responsible for creating and overseeing the strategic vision, operations, and programs of the organization as well as fund development to ensure long-term sustainability. The Executive Director will clearly demonstrate a commitment to an anti-oppressive and anti-racist philosophy, embodying this philosophy in their personal conduct and ensuring the organization's internal and external activities reflect these values.

The selected individual will be adequately supported by PEARL's team and Board, as well as the outgoing Executive Director, in order to help them grow into these responsibilities.

Responsibilities

Strategic Leadership (40%)

- Lead and oversee multi-year planning, implementation, and evaluation of the organization's programs and operations, ensuring that advocacy, research, and legal efforts respond to the political context in Sri Lanka.



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- Provide PEARL's perspective on Tamil issues in high-level meetings with policymakers and through interviews and other media opportunities, as appropriate.
- Build and participate in alliances and partnerships with organizations and individuals to advance the organization's human rights goals.
- Public speaking, including at conferences, rallies, workshops, coalitions, and donor events.
- Direct, review and approve major communications prior to release, as needed.
- Provide advice to advocacy, research, and legal teams to ensure success of these efforts.

Effective Governance (20%)

- Implement PEARL's Annual Plans and Strategic Plan.
- Work with the Chairperson of the Board of Directors to schedule Board meetings, prepare resources and information for the Board, and keep members engaged and apprised of ongoing activities and risks.
- Ensure the organization's budgets, documentation, and reporting are completed according to sound administrative practice.
- Administer the expenditure of funds within the budget approved by the Board of Directors, approving expenses where required.
- Oversee the effective design and implementation of policies and procedures.
- Build a positive, transparent, and accountable organizational culture in collaboration with staff and volunteers to ensure they are supported in executing their functions.
- Address conflicts and issues as they arise.

Fundraising (40%)

- Build and maintain relationships with major donors through meetings and regular communication.
- Build and maintain relationships with institutional funders, such as government agencies, private foundations, and other institutions.
- Develop new relationships with institutional and individual donors.
- Oversee proposal writing, donor communications, and fund development.

Required Qualifications

- 5+ years of relevant experience, including in management, strategic development, advocacy, and fundraising, preferably with a not-for-profit organization.
- Proven management experience and abilities, including planning, evaluation, and team leadership.
- Understanding of Tamil genocide, politics, and history.
- Experience with Tamil civil society organizations and broader Tamil diaspora organizing and engagement.
- Ability to raise funds from foundations and governments and to develop relationships with key individual donors.



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- Experience managing cross-functional, geographically dispersed, and culturally diverse teams.
- Excellent communication skills in English.
- Ability to work proactively, independently, and remotely.
- Ability to travel for events and meetings when feasible given COVID-19 concerns.

Preferred Qualifications

- Strong understanding of policy, government relations, and media work.
- Basic knowledge of Tamil language, spoken and reading; languages other than English are also desirable.
- Experience and willingness to speak to local and international media.
- Experience presenting and speaking to donors, high-level government officials, and large groups of civil society.

Details

This is a part-time role (10 hrs/week). The stipend for this position is \$2,000-3,000 per month, based on skills and experience. There will be a six-month probationary period from June 2021 to December 2021. Upon completion of a six month probationary period and after Board approval, the role will become permanent. This position is expected to start in June 2021, leading into a transition process with the current Executive Director. This transition process will be agreed upon by the incoming Executive Director, outgoing Executive Director, and Board of Directors. This position is a remote position, with a preference for North America or Europe. Preference will be given to members of the Eelam Tamil community with a demonstrable commitment to activism.

How to Apply

To apply, please send your resume, cover letter, and two references to Athavarn Srikantharajah, Governance Advisor, at careers@pearlaction.org. Applications are due **Friday, April 30, 2021 at 11:59 PM Eastern Standard Time**. Please feel free to contact us if you have questions about the application process.

PEARL is committed to equity, inclusion, and anti-oppression in all aspects of our work. We encourage applications from women, members of the LGBTQ+ community, and all other equity-seeking groups. Accommodation can be provided throughout the selection process, as long as candidates make their needs known in advance.