

# Job Description

## Principal and Director of Programs



**Job Title / Principal and Director of Programs**

**Location / Washington, DC**

**Contract Length / Permanent**

**Start Date / ASAP**

**Salary / Commensurate with experience**

Moonshot believes that marginalized people in society — including people of color, people from working class backgrounds, women, Disabled and LGBTQIA+ people — must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other communities who are currently underrepresented in our workforce. We know a diverse workforce will enable us to understand drivers behind violent extremism and online harms in an in-depth way and do better work to counter them.

### About the role

Moonshot is currently recruiting a Principal and Director of Programs to lead programming in our new Washington, DC office. In this role, you will be focused on setting up and building our Washington DC office, and leading teams delivering specific CVE or online harms projects. You will also be expected to work to advance our methodologies and contribute to business development opportunities.

### Your responsibilities will include:

- This is a hands-on role, working with Moonshot's leadership team to establish Moonshot's Washington DC office. This will include working closely with the London headquarters' legal and operations teams to support establishing licensing, office needs, and recruiting and onboarding staff for a new office.
- Overseeing program teams based in DC, specifically projects delivering social media analytics and digital campaigns. This role will provide strategic guidance, client engagement, and budget and financial oversight of US-based digital programming.
- Supervising Washington, DC-based staff and creating team cohesion for seamless teamwork along with staff in other offices.
- Migrating and managing client accounts, and programmatic functions such as ensuring project continuity and stakeholder alignment.
- Representing Moonshot in the United States through leading strategy for US business and the creation and management of key relationships with clients, partner organisations, and other high profile stakeholders.
- Designing and developing new digital research, technology, and methodologies to expand Moonshot's product base to track and challenge violent extremism, misinformation, and other online harms across the United States.
- Building new business for Moonshot's US operations, including leading on specific business development priority areas, maintaining awareness of market opportunities and potential new business areas; working closely with the headquarters' BD/sales team on development of BD strategies for priority areas; design and oversight of BD proposals.
- Developing and sharing subject matter expertise related to countering online harms, across the organisation.

### Requirements

#### Essential:

- Experience of leading complex program and project delivery teams, overseeing staff and client management.
- Experience supervising staff, with consideration for staff cohesion and welfare.
- Inquisitiveness and adaptability, particularly in relation to new technology and the use of social media for research.
- Demonstrable experience of outreach and building diverse stakeholder relationships across industries, including with government, civil society, tech and private sector.
- A deep interest in online harms (including violent extremism, disinformation, gender-based violence, human trafficking, among others) and evidence of relevant professional experience.
- Experience and knowledge of ethics, data privacy, and security challenges as they relate to working on online harms.

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- Excellent written, verbal and interpersonal communication skills.
- A strong ability to interpret, analyse, and communicate both quantitative and qualitative data, particularly social media or digital marketing data.
- Demonstrable ability to work under pressure, taking action and getting things done, both in managing your own workload and that of others.
- In addition, we require and will check on candidates' eligibility to work in the US. Candidates will be expected to undertake and pass any relevant security clearance procedures per the needs of clients.

### Desirable:

- Experience building a team from the ground up
- Experience setting up new administrative and staffing functions.
- Specialist knowledge of specific forms of online harms, including violent extremism, disinformation, gender-based violence, human trafficking, and others.

### About Moonshot CVE

Moonshot is a social enterprise working to end online harms across the globe, applying evidence, ethics, and human rights. We currently operate in more than 28 countries across different forms of violent extremism, disinformation, and other public safety issues, such as gender-based violence. We use data-proven techniques to ensure our clients respond effectively, and our work ranges from targeted intervention programmes, software development and digital capacity building, to leading global counter-messaging campaigns, and monitoring and evaluation.

### We do this through:

- Finding new ways to reach individuals at risk of involvement in violent extremism and other forms of violence.
- Working across different violent extremist ideologies and online harms.
- Collaborating with partners and working for clients including governments, NGOs and private sector organisations from across the globe.
- Building a multifaceted team with a diversity of backgrounds, both professional and academic, including international development, policing, communications, psychology, data science and software engineering.
- Investing in the research and development of new technologies and methodologies to counter extremism, misinformation, and other public safety issues.

### Working at Moonshot CVE

We're growing quickly, have big ambitions, and high expectations of our staff. Our dedication to finding effective responses and leading innovation means that our work environment is fast-paced, dynamic and creative. We match this by offering our staff access to a range of learning and development options, scope to advance personal subject-matter expertise, and opportunities for career progression.

### Our staff say they value:

**Our shared sense of purpose** / working as a team to find new solutions to global challenges.

**Personal development opportunities** / a chance to learn new things and get even better at what you already do.

**Our ideas-driven culture** / opportunities to work with creativity and autonomy whatever your position in our organisation.

**The diversity of thought** / working with staff from a wide range of personal and professional backgrounds.

**Open and collaborative working** / being part of a team who support each other to achieve great results.

### Inclusivity

Moonshot values the diversity of our team, and is committed to ensuring our workplace is inclusive. We are determined to ensure that our applicants and employees receive no less favourable treatment on the grounds of race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.

We recognise that our staff have different requirements based on their circumstances, and we are committed to providing a workplace that caters for these, including flexible working time to allow for caring responsibilities and remote working arrangements and work space adjustments to accommodate people with disabilities and other health conditions.

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**Generous benefits package upon offer**

### **Application Process**

To apply for this role please submit your resume and cover letter. Your cover letter should not exceed two pages and must answer the following questions:

**Why do you want to work for Moonshot CVE?**

**How do you meet the requirements of this role?**

Applications without a cover letter will not be considered.

**[Click to apply](#)**