



**Charity & Security Network
Civil Society Rights and Resiliency Project - Program Management & Strategy Consultant**

Organization Overview:

The Charity & Security Network (C&SN) is a resource, legal, policy, and advocacy center for nonprofit organizations (NPOs) focused on defending the civil society space from overreaching national security measures. We work to promote and protect the ability of NPOs to conduct effective programs that support human rights, peacebuilding, and aid civilians in areas of disaster and armed conflict.

In late 2008, C&SN was created to respond to the closing of nonprofit and civil society space and obstacles created by the expansion of counterterrorism laws and policies. C&SN's more than 200 global members include a cross-section of humanitarian, development, peacebuilding, and faith-based organizations, as well as human rights defenders, civic space activists, lawyers and policy experts.

Project Description:

C&SN is currently building out our Civil Society Rights & Resiliency Project (CSRPP), which stemmed from our efforts in creating resiliency resources for and mobilizing the civil society sector in the U.S. in response to H.R. 9495, commonly known as the "Nonprofit Killer Bill", and other political attacks against the nonprofit sector, and from partners requesting C&SN to house a project of this nature. This project is a rapid-response effort designed to equip U.S. civil society with the information, community wisdom, and legal tools needed to respond to current and expected legal proceedings, reputational attacks, and broad attempts to impede or eliminate their work through weaponization of existing laws and policies and the expansion of executive power.

The environment in which U.S. civil society operates and seeks to achieve our missions has become fraught with targeted attacks from those who hold political power to undermine our work based on discrimination, repression, and policy differences. Both the executive and legislative branch are controlled by strident conservatives with a publicly stated agenda of retribution against perceived opponents, putting charitable organizations at risk. Nonprofits have and will continue to face targeting under new legislation and litigation, accusations and reputational damage, risks of suspension of their 501(c)(3) status, as well as freezing of assets and even possible criminal cases against individual staff members and organizations. It is not hyperbole to characterize this as an existential threat to our sector — we are facing a U.S. domestic context dominated by authoritarianism and the weaponization of national security laws and counter-terrorism measures.

The aim of the project is to equip, protect, and support the U.S. nonprofit sector through being both a convener and community-builder, and a one-stop housing resource center on the law; on how to best prepare for and respond to accusations and official proceedings; on knowing your nonprofits rights; and on ensuring U.S. civil society is well-equipped to respond to political and



legal attacks during the 119th Congress and Trump Administration. We will leverage our knowledge and experience both in-house and among our broad network of more than 200 organizations on topics like IRS regulations, Treasury and State Department terrorism laws and designations, the Antiterrorism Act (ATA), the False Claims Act (FCA), the Foreign Agents Registration Act (FARA), and related rules and regulations.

Position Summary:

C&SN seeks a Program Management & Strategy Consultant to support the Civil Society Rights and Resiliency Project for a fixed term of 6 months, beginning in July 2025. The Consultant will play a crucial role in developing the CSRRP project plan to concretize project goals, including timelines, strategies, next steps, sequencing, personnel needs, resource allocation, prioritization, risk management, and budget allocation.

Responsibilities:

- Conduct a comprehensive review and assessment of the project's goals and objectives, and a comprehensive gap analysis to identify potential project elements that could be included, strengthened, or cut.
- Utilize the outcomes of the review, assessment, and gap analysis to further develop project priorities and a decision-making framework. Develop a detailed project timeline with key milestones and deliverables, in consultation with the CSRRP Project Officer, Civil Society Rights & Resiliency and C&SN Staff.
- Integrate the review, assessment, gap analysis, project priorities, decision-making framework, and project timeline to create a Strategic Plan outlining the project's approach, timeline, and key activities, in alignment with allocated and anticipated project budget and resources.
- Define and sequence project tasks and activities.
- Determine personnel needs and roles required for project implementation.
- Develop a resource development and allocation plan for all non-financial project resources.
- Develop templates to use for partner and donor outreach.
- Identify and assess potential project risks and develop risk mitigation strategies.
- Create a comprehensive budget allocation plan and accompanying timeline.
- Present findings and recommendations to C&SN leadership.
- Engage in other tasks to support the CSSRP as identified/needed.

Qualifications:

Applicants who meet some, but not all, qualifications or have relevant lived experience are encouraged to apply.

- Master's degree in a relevant field (e.g., project management, business administration, public administration, international affairs, public policy, etc).
- 5+ years experience in project planning and management.

- 5+ years experience in strategy development for new, emerging, and ongoing projects.
- Understanding of, and belief in, C&SN's mission and mandate.
- Experience in developing project timelines, inclusive of key milestones and deliverables, in addition to experience in developing Strategic Plans to support projects in achieving their goals and objectives.
- Experience in the civil society sector and working with nonprofits or the philanthropic sector.
- Strong analytical and problem-solving skills.
- Excellent organizational and time management skills.
- Ability to work independently and collaboratively within a small team.
- Ability to engage at all levels of a small, dynamic, fast-paced organization.
- Excellent communication and presentation skills.
- Familiarity with the nonprofit sector and civil society issues, particularly the intersection of national security and human rights.
- Familiarity with U.S. advocacy, policy, and legislation impacting charities.
- Proficiency and comfort in facilitating in-person and virtual meetings using Zoom and other platforms.
- Fluency with Microsoft Office suite, cloud-based document management software, and online project management tools, including G-Suite and Google Workplace.
- Cultural sensitivity and emotional intelligence to engage a wide array of stakeholders.
- Proactive and highly motivated self-starter with the ability to effectively problem solve and thrive in a fast-paced environment.
- Quick learner and able to remain flexible. Able to work with a remote team of colleagues.

Preferred Qualifications:

- Experience in developing strategies for rapid-response projects.
- Knowledge of legal and policy issues affecting the nonprofit sector.
- Experience with risk management and budget allocation in nonprofit organizations.

Salary:

The consultant will receive \$50,000 for a fixed term of 6 months.

Eligibility:

The position requires candidates to have U.S. work authorization. Applicants must have their Master's Degree and must possess expertise in strategy, program management and oversight, project planning and scoping, timeline development, and budget and resource allocation. They must be able to provide in-depth project reviews and assessments, and to formulate project priorities and decision-making frameworks from this. Applicants must be able to write and edit quickly and effectively. As such, they may be subjected to testing to demonstrate during the interview process.



This is a remote position that must be able to work on EST hours.

How to apply

Interested applicants should submit (1) a cover letter which includes a discussion of the applicant’s qualifications, professional experience, and strategy and program management expertise, and how these experiences can best support this position; (2) a CV; and (3) contact information for three references. Applications should be emailed to: CSRRP@charityandsecurity.org. Applicants should attach their cover letter, CV, and references to the email with a subject line that includes their full name and the phrase “Program Management & Strategy Consultant.”

Applications are due by Monday, June 30 at 11:59 pm EST.

Equal Opportunity Employer

C&SN is an equal opportunity employer committed to providing an inclusive and welcoming environment for our staff, volunteers, program participants, and community. C&SN seeks and values diversity and inclusion in its activities and encourages women, people of color, LGBTQIA+ individuals, majority world individuals, and members of other historically underrepresented groups to apply. C&SN will not discriminate in recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, training, and other terms or conditions of employment against any employee or job applicant on the basis of race, color, religion, sex, gender identity or expression, age, national origin, disability status, marital status, personal appearance, family responsibilities, sexual orientation, political affiliation, genetic information, protected veteran status, military status, or any other characteristic protected by applicable federal, state, or local laws.