VACANCY EXECUTIVE DIRECTOR at CHOICE for Youth & Sexuality

CHOICE for Youth and Sexuality (CHOICE) is a professional youth-led organization that advocates for the Sexual and Reproductive Health and Rights (SRHR) of young people globally. CHOICE's vision is that all young people have the power to make decisions about their sexual, reproductive & love lives!

We firmly believe that young people should be able to make informed and personal decisions regarding their sexual and reproductive health. Moreover, it is our core conviction that young people should participate meaningfully in decisions, policies and programs that affect their lives, in particular related to their SRHR. We strengthen the capacity of young people and youth-led organizations, enabling them to become leaders and change-makers in their communities.

Through our programmes, CHOICE promotes and supports young people's SRHR by working with youth-led and youth-serving organisations. CHOICE has two main programmatic teams: the International Advocacy Team and the Youth Leadership Team. Our International Advocacy team focuses on influencing international policy and decision making, including through advocacy at the United Nations in New York and Geneva, while promoting meaningful and inclusive youth participation in these spaces. This includes creating learning and knowledge-sharing opportunities and supporting youth advocates to engage in international advocacy. Our Youth Leadership Team focuses on strengthening youth leadership and youth-led organisations through capacity strengthening and learning on MIYP, SRHR, and organisational development, as well as coordinating subgrating to youth-led organisations.

CHOICE for Youth and Sexuality is looking for our new:

Executive Director (36 hours per week), expected start date March 2027

The Executive Director (ED) of CHOICE is the leader and the face of the organization. The ED manages the organization's executive body (staff and youth advocates) and is accountable to the CHOICE board. The ED is responsible for optimizing the organization's operations, including managing the CHOICE staff and setting and executing strategic goals, as included in our Multi-Annual Strategy, listed below:

- Organizational development,
- Youth leadership,
- International Advocacy, and
- Building and strengthening youth movements.

The ED's key responsibilities include:

Human resources:

- Managing and coaching the CHOICE team of 10+ staff in line with our organizational values;
- Overseeing staff wellbeing, supporting staff on prioritization and stress management, and personal and professional development;
- Promoting social cohesion of the organization between the board, Youth Advocates and staff, and ensuring CHOICE is a safe and fun work environment;
- Serve as the primary point of contact for staff regarding HR requests and questions
- Managing human resources planning, hiring, and contracting;

- Managing allocation of tasks and responsibilities among team members, and plan for succession in key positions
- Implementing and updating CHOICE's human resource policy in line with CHOICE's values and applicable Dutch labour laws.

Strategic oversight of current and new programs:

- Guiding resource mobilization to identify and develop new partnerships and funding opportunities;
- Overseeing the implementation and set-up of current and emerging programmes;
- Participating in programmatic management, providing strategic guidance, and overseeing the results of ongoing programmes.
- Representing CHOICE in programmatic meetings with partner organizations at director level.

Financial management and compliance

- Leading financial management and overseeing annual and multiannual budgets alongside the financial controller
- Support compliance processes such as program audits, organizational audits, and other certifications
- Tracking direct costs (with the support of the team and financial controller) and approval of payments
- Overseeing the implementation and regular review of CHOICE's policies, making sure they stay relevant and up to date.

Organisational development:

- Fostering a healthy, youth-led and values-driven workplace, promoting meaningful participation, inclusion and shared ownership across the organisation.
- Developing, actualizing and maintaining the organisation's strategic vision (Multiannual Strategy), in collaboration with the Board of CHOICE;
- Leading the development of organisational annual plans and reports, with the support of the Board, and participation from staff and youth advocates
- Networking and sector-level engagement, nurturing connections across the Dutch and global development sectors.

Networking and sector-level engagement

- Representing CHOICE within various networks and at events, nurturing connections across the Dutch and global development sectors.

Accountability

- Prepare reports (with staff input) for Board meetings
- Advice the Board to make strategic decisions for the organization
- Maintain an open channel for staff and youth advocates to provide feedback and participate meaningfully in the organizational decisions.

Profile

We are looking for a candidate who has:

- Demonstrable passion for CHOICE's mission and values, and an openness to learn and grow alongside the organization;
- A people-centred, feminist leader, with a value-driven approach;
- Bachelors (University) or Master's degree in a relevant field with at least three years of relevant work experience in international development, SRHR, meaningful

and inclusive participation, or related fields, OR at least five years of relevant work experience (including voluntary work, internships, and/or paid work).
- Experience with people management and a good understanding of HR responsibilities, including supporting staff development and wellbeing, managing (legal) employment processes and ensuring appropriate organisational policies and practices. Knowledge of Dutch employment requirements is an asset, with willingness to further develop expertise where needed;
- Ability to foster inclusive and participatory ways of working, while providing clear strategic direction, coordinating priorities, and maintaining oversight of organisational goals and responsibilities.
- Understanding of the international development sector and/or SRHR sector, including the political and funding environment in which CHOICE and other NGO's operate;
- Experience in working with young people from diverse backgrounds as equal partners, including experience with mentoring and coaching young people;
- Demonstrable experience with budgeting, financial management, and organisational financial oversight;
- Experience with fundraising and donor engagement, and the ability to contribute to and lead a strategic approach to CHOICE's financial sustainability;
- Strong relationship building and networking skills, with a focus on building strategic partnerships;
- Strong written and verbal communication skills in English and some basic knowledge of spoken and written Dutch;
- Willingness and ability to travel occasionally within and outside Europe.
- This position requires working from office at least two days per week.

In addition, we hope our ED will:
- Be compassionate and accountable who can navigate uncertainty and difficult situations with care, transparency and sound judgement;
- Be strategic and decisive thinker;
- Be creative facilitator, who can support participation, collective ownership and constructive dialogue;
- Bring existing networks and relationships to their role;
- Have familiarity with NGO networks;
- Have experience in working with managing institutional grants, particularly Dutch funding;

We aim to recruit the person who is most suited to the job and welcome applications from young people of all backgrounds – people of all genders, sexual orientations, nationalities, religions and beliefs. **In line with CHOICE's commitment to Meaningful and Inclusive Youth Participation, we especially encourage young candidates under the age of 30, with 3 to 6 years of work experience, or other skills to those listed above to apply.** Furthermore, we encourage applications from men, trans- and nonbinary people, people of colour, and people with disabilities, as they remain underrepresented in the field.

Please note: Only applicants in possession of a valid work permit for The Netherlands or who currently possess a valid search year (zoekjaar) visa will be considered. CHOICE will not assist with any expenses associated with relocation to the Netherlands.

We offer:
- A fantastic team!

- A one-year contract with a monthly salary between € 4304 and € 4619 gross on the basis of a 36-hour working week, depending on the relevant (professional) work experience, with the possibility of extension.
- A personal development budget of approximately € 1000 per year.
- A dynamic and purpose-driven challenging environment in our office on the Amsterdam Canals, a 20 min walking distance from Central Station.
- As this is a leadership role with close connection to the team, regular presence in the office is encouraged, alongside flexibility for some hybrid working.
- Travel allowance based on train or other public transport (2nd class) for the days you work in the office, and a work from home allowance for the days you work from home.
- Work laptop.

How to apply:
To apply, please send us your application by email to vacancies@choiceforyouth.org by November 15th, 2026. Please add "Application – Executive Director" in the subject line of your email, and include the following:

- A one-page cover letter, highlighting your vision for CHOICE and your ideas for including the staff, board, and youth advocates in achieving this vision;
- Your CV;
- Contact details of two professional references.

Please note that the first round of interviews will take place between in the last week of the 23rd of November, and the second round will be during the first two weeks of December, between the 1st to the 11th. In-person interviews in Amsterdam are preferred.

More information
For more information, visit our website www.choiceforyouth.org. For questions related to recruitment, please reach out to abbey@choiceforyouth.org For questions related to the position, feel free to send an email to our current Executive Director Ximena Arguello Calle ximena@choiceforyouth.org.