

28 February 2018

DIRECTOR OF FUNDRAISING & DEVELOPMENT

The International Commission of Jurists (ICJ) is a worldwide network of judges and lawyers united since 1952 in affirming international law and rule of law principles that advance human rights.

The ICJ seeks a Director of Fundraising and Development to lead the organization's efforts to secure (and increase) the resources needed to carry out its mission of defending human rights and the rule of law around the world. The Director will create and implement a strategic development plan that will expand upon and diversify the existing donor base of governments and foundations.

The ideal candidate will be a creative and experienced professional who has held senior positions, including management positions in the field of fundraising and development, and is excited to work with dedicated staff from diverse backgrounds increasingly working around the world to protect and promote human rights.

The position is currently based at ICJ headquarters in Geneva, Switzerland, but other European cities may be considered.

RESPONSIBILITIES

Reporting directly to the Secretary-General, the Director of Fundraising and Development has the the following responsibilities:

1. **Strategic Development Planning:** Establish and implement short, medium and long-term development strategies to meet the funding needs of the organization.
2. **Fundraising/Development:** Manage the ICJ's fundraising and development activities to ensure a balanced and sustainable donor base, including governmental, foundation, individual and corporate support, including :
 - Researching and identifying new sources of funding, particularly from private donors;
 - Preparation of institutional, programme and project proposals and budgets for governmental and private donors based on their specifications and requirements;
 - Preparation of donor narrative reports and financial acquittals;
 - Management and tracking of existing grants and funding applications to ensure the timely submission of proposals, updates, narrative and financial reports;
 - Consolidation of global budget preparation and forecasting;
 - Planning and organizing of fundraising trips, events and other donor cultivation and stewardship activities;
 - Developing and writing of communication materials for fundraising;

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- Supervise ICJ narrative and financial reporting to ensure compliance with donor requirements and appropriate due diligence standards;
 - Strengthen the Results Based Management culture across the organization through institutional capacity building and change management;
 - Liaise and support Programme Managers in the regions ensuring coherence throughout the different stages of the Project Cycle Management.
3. **Staff Supervision:** Supervise the work of the Fundraising and Development Department staff, interns and consultants, including recruitment, induction, professional development, managing and evaluating the performance of staff of the department, building effective teams, defining job descriptions, work-plans and terms of reference, and overseeing the work of the department's staff.
 4. **Work with ICJ programmes:** Maintain supportive working relations with all regional and thematic programme directors and the Director of Finance and Administration.
 5. **Representation:** As agreed with the Secretary-General, represent the ICJ externally, including representing the ICJ to governments, foundations, individual, and other potential supporters of the organizations' work, delivering public speeches and otherwise raising the public profile of the ICJ.
 6. **Communication:** Work closely with the Director of Communications to ensure a consistent message in all public materials produced by the Development Department, including Fundraising Documents and reports to donors, to ensure the highest quality and consistency is maintained.
 7. **ICJ Network:** In collaboration with staff responsible for the network, develop and implement strategies to engage and mobilize the ICJ network of Commissioners, National Sections and Affiliated Organizations in fundraising activities for the work of the ICJ and its network.
 8. **Resources & Finances:** In conjunction with staff responsible for finance, manage the department's resources and budget, including taking responsibility for budget preparation, monitoring and approval of the department's expenditure based on agreed budgets.
 9. **Senior Management:** Participate actively in the collective, senior management of the ICJ, through meetings and decision-making of the Management Team and contributing to the financial oversight of the organization.
 10. **Governance:** Assist the Secretary-General in working with the Executive Committee, with special emphasis on providing regular updates and development forecasts to the Executive Committee.
 11. **Other responsibilities:** Carry out other responsibilities as requested by the Secretary-General.

CONDITIONS: Please state if applicant has a valid work permit for Switzerland.

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QUALIFICATIONS

The successful candidate will have:

Education & Experience

- We are looking for candidates with at least 10 years progressive experience and a track record of success in fundraising management in an international or non-governmental organization;
- A degree in communications, international relations, political science, social sciences, non-profit management, marketing, or a related field. Further academic studies highly desirable and specific fundraising qualifications an asset;
- Excellent applied knowledge and a proven track record of successful fundraising for an international non-governmental organization of comparable size and nature; and
- Demonstrated commitment to human rights.

Essential Skills

- A strategic thinker with creativity;
- Excellent communication, organization and negotiation skills;
- Fluency in English. Additional languages (especially French) an asset;
- Management and leadership capacity, particularly with colleagues in different locations from diverse backgrounds;
- Willingness and ability to travel;
- A sense of humor. .

The ICJ is an equal opportunities employer and values diversity.

APPLICATIONS close on **April 12, 2018** for a starting date of 1 May or soon afterwards. But early applications are encouraged and will be considered on a rolling basis.

The application must include a cover letter, resume and names of at least 2 references, sent to:

By email: recruitment@icj.org

Reference: Director of Fundraising & Development