

May 2019

## **DIRECTOR OF DEVELOPMENT & PROGRAMMING**

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

The ICJ's International Secretariat is based in Geneva, with offices in Bangkok, Yangon, Kathmandu, Brussels, Johannesburg, Harare, Tunis, and Guatemala City, and currently employs approximately 100 staff, long-term consultants and interns. The ICJ has grown significantly over the past decade, with a diverse base of institutional and government funders and a healthy budget.

The ICJ is now recruiting a full-time Director to lead the Development and Programming team in order to ensure the organization's sustainable growth and compliance with programming commitments. The Director will perform a vital function and help implement and further develop a strategy for an organization at the heart of the global struggle in defence of the rule of law and human rights.

The ideal candidate is, or has been working for ten years in the fundraising department of an international entity, and at least for three years at the senior management level. S/he has a solid background in programme and project development and has excellent management and verbal, writing and editing communication skills.

The position's location is flexible and can be agreed with the Secretary General, though for practical considerations Western Europe is preferable.

### **RESPONSIBILITIES**

Under the Secretary-General's supervision, the Director of Development and Programming is directly in charge of a team responsible for institutional fundraising, grant management and programme management and also supports and advises ICJ programme managers. The Director has the following key duties:

- Establish and implement short, medium and long-term development strategies for the sustainable growth of the ICJ as part of the Management Team;
- Identify and connect with new sources of institutional funding;
- Prepare institutional, programme and project proposals and budgets for institutional donors;
- Liaise with donors, manage and track existing grants and funding applications;
- Supervise internal monitoring and evaluation and implementation of programs;
- Oversee the production of results-based donor narrative reports and financial acquittals, including to ensure compliance with donor requirements and appropriate due diligence standards;
- Represent the ICJ externally, including representing the ICJ to governments, foundations and to individual, and other potential supporters of the organisations' work;
- Work closely with the Director of Philanthropy and Strategic Partnerships to develop and coordinate fundraising strategies;
- Work closely with the Director of Media & Communications to ensure a consistent message in all public materials produced by the Development Department;
- Manage the department's resources and budget.

## QUALIFICATIONS

The successful candidate will have:

### Education & Experience

- University degree in non-profit management, marketing, communication, international relations, or a related field. Additional relevant fundraising advanced level qualifications highly desirable;
- 10 years experience in fundraising of which 3 years at senior management level, including working experience in an international NGO or an international organisation;
- Solid background in programme and project development, familiarity with logical frameworks and impact assessment, and experience in project budgeting.

### Essential Skills

- Excellent management skills, with demonstrated ability to provide supportive advice to staff on fundraising issues;
- Creative thinker with problem solving skills and a proactive approach to challenges;
- Excellent writing, editing and proofreading skills with a proven track record of writing successful proposals;
- Familiar with programme management planning, implementation, monitoring, and evaluation;
- Strong time management and organizational skills and the ability to work on multiple tasks under pressure;
- Good team player with excellent interpersonal and communication skills;
- Fluency in written and spoken English; additional language skills an asset.
- Commitment to and understanding of human rights issues.

The ICJ is an equal opportunities employer and we strongly encourage candidates from diverse backgrounds to apply.

**APPLICATIONS** close on **10 June 2019** and should be addressed with your resume, a cover letter and the names and contact details of at least two referees to:

Ref: Director of Development and Programming

By email: [recruitment@icj.org](mailto:recruitment@icj.org)

Or by post: International Commission of Jurists, P.O. Box 91, 1211  
Geneva 8, Switzerland

***Please appreciate that due to the volume of applications, only short-listed candidates will be contacted. We cannot answer phone enquiries. Thank you for your understanding.***