

VACANCY ANNOUNCEMENT



September 2022

Director of Programme Management and Donor Relations (100%)

Job location: Geneva (hybrid), Brussels (hybrid) or France (remote); remote work from a country where you have the right to work may be considered (time zone CET +/- 1 hour).

The International Commission of Jurists (ICJ) is a worldwide organization of judges and lawyers united in affirming international law and rule of law principles that advance human rights. Its strategic goals for 2021-2025 are: (1) to develop, defend, and strengthen international institutions, instruments, and standards on rule of law and human rights; (2) to improve domestic implementation of, and compliance with, international law and standards; (3) to bolster the effectiveness and independence of judges and lawyers; and (4) to improve access to justice for all and accountability. With its Headquarters based in Geneva, Switzerland, ICJ has a presence in Africa, Latin America, Asia & the Pacific, Europe & Central Asia, and the Middle East.

To help ensure the organization's sustainable growth and compliance with programming commitments, we are seeking our new Director of Programme Management and Donor Relations. The role involves performing a vital function in helping to implement and further develop a fundraising and programme management strategy for an organization at the heart of the global struggle in defense of the rule of law and human rights. The ideal candidate is a creative thinker with extensive experience in fundraising and programme management in an international NGO or international organisation, and possesses excellent English writing skills.

KEY RESPONSIBILITIES

Under the Secretary-General's supervision, the Director of Programme Management and Donor Relations 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 and fundraising 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 of projects and programmes;

- 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 to donors, including representing the ICJ to governments, foundations and to individual and other potential supporters of the organisation's work;
- Work closely with finance team to ensure coordination of fundraising and finance
- Work closely with the Communications team to ensure a consistent message in all public materials produced by the Development and Donor Relations Department;
- Manage the department's resources;
- As part of the Management Team, contribute to operational management of organisation.

QUALIFICATIONS

The successful candidate will have:

Academic Qualifications & Work 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 minimum 3 years at senior management level, including working experience in an international NGO or an international organisation;
- Solid background in project development, project management familiarity with logical frameworks and impact assessment, and experience in project budgeting.

Language Skills

- Native fluency in written and spoken English; additional language skills an asset (in particular Spanish, French or German).

Essential Skills

- Excellent management skills, with demonstrated ability to provide supportive advice to staff on fundraising;
- 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;
- Commitment to and understanding of human rights issues.

APPLICATIONS

Interested applicants should provide all materials outlined below to recruitment@icj.org by **21 September 2022**, midnight Central European Time (CET).

- A CV (maximum 2 pages);
- A cover letter (maximum 2 pages);
- The names and contact information of at least two recent references.

Please include "**Director of Programme Management and Donor Relations**" in the subject line of the application e-mail. The ICJ shall not be liable for not opening proposals that are submitted with a different subject.

Please appreciate that due to the volume of applications, only short-listed candidates will be contacted.

The ICJ is committed to the principle of equal employment opportunity and value a diverse workforce. The ICJ's policy is to practice a fair and non-discriminatory recruitment and selection procedure and to strive for and maintain international and multi-cultural personnel.

Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.

ICJ staff must adhere to its Code of Ethics which states that discrimination, bullying and harassment in any form will not be tolerated, nor sexual harassment, violence or assault in any form. The ICJ conducts systematic reference checks to confirm the absence of such misconduct during previous employments.