



## **JOB ANNOUNCEMENT**

### **Development Manager, Europe**

Business & Human Rights Resource Centre

**Business & Human Rights Resource Centre**, a high-impact, global organization serving advocates around the world in the innovative field of business & human rights, is seeking a dynamic professional who can drive our fundraising in Europe to a new level. We are looking for an experienced fundraising professional and strategic thinker who can work collaboratively with our global team which includes development staff and senior management in New York and London, and researchers in every region.

**Based in:** London headquarters

**Reports to:** Senior Development Director (line management) and Executive Director (project management)

**Salary:** £45,000-50,000 per year (commensurate with experience), plus 5% pension contribution

**Closing date for applications:** 5 December 2016 (9:00am GMT)

**Interview date:** 15 December 2016

**Applicants must have:**

- the right to work in the United Kingdom (must have this before applying)
- at least 4 to 5 years of fundraising experience, preferably in a charity or similar organization
- excellent English-language skills

**To apply:** Download and complete the application form from our website, and send it by email to Alex Janczenia: [janczenia@business-humanrights.org](mailto:janczenia@business-humanrights.org) with Cc to Patricia Surak: [surak@business-humanrights.org](mailto:surak@business-humanrights.org). The application form is required; we do not accept CVs.

## **THE ORGANIZATION**

Never before has the private sector's influence over people's lives been so great.

We are a global organization, providing information and action in eight languages. Our purpose is to:

- **Empower Advocates:** We amplify the voices of the vulnerable, and human rights advocates in civil society, media, companies and governments.
- **Strengthen Corporate Accountability:** We help communities and NGOs get companies to address human rights concerns, and provide companies an opportunity to present their response in full.
- **Build Corporate Transparency:** We track over 6800 companies' human rights performance – their advances and abuses.

We have 37 team members, based in every region of the world. The Development Manager will be an integral part of the Global Team.

**Business & Human Rights Resource Centre** is the only organization using the internet to track and publicise the human rights and environmental impacts (positive and negative) of more than 6800 companies worldwide. Mary Robinson, former UN High Commissioner for Human Rights and President of Ireland, chairs its International Advisory Network of 70 experts. Twenty-three leading academic institutions comprise the Centre's Academic Partners.

The Resource Centre has helped define the growing field of business & human rights. It has put companies in all regions on notice that their human rights conduct is being watched. It has drawn attention to corporate abuses in all countries, and provided increased recognition to those companies taking positive steps to promote human rights. The Centre is widely respected for being fair,

constructive, and truly global in its perspective; a *Financial Times* article about its work is headlined, "[A Fair Approach to Human Rights.](#)"

## **THE POSITION**

The Development Manager position is a new position created to help increase its annual budget (currently at about \$2 million/£1.64 million per year) by expanding its base of foundation and government donors in Europe and helping the organization develop an individual giving programme, focused on major donors. The Development Manager will report to New York-based Senior Development Director for line management with some project management by the London-based Executive Director. He/she will lead the Resource Centre's fundraising work in Europe, working closely with the Executive Director in doing so. He/she will be based in the London headquarters and undertake occasional travel to Europe. The Development Manager will be an integral member of the Resource Centre's leadership, involved in the organization's overall strategizing and stewardship, and participating in board meetings.

The Resource Centre has a strong track record in foundation fundraising – [current donors](#) include these foundations that have supported us for over four years each: Ford Foundation, Oak Foundation, Open Society Foundations and Adessium Foundation. It has received project funding from the Foreign Ministries of Switzerland and the Netherlands and some other European governments. To date most of the organization's income has been from foundations and governments. The Resource Centre also has a pool of individual donors, but has yet to develop a major gifts programme.

The Resource Centre seeks a fundraising generalist, with experience in trusts/foundations and government grant-writing and reporting, since this will be the main focus of work. A willingness to undertake major gifts fundraising is required, though this work will be focused primarily in the US by our Senior Development Director; experience in major gifts fundraising is desirable but not required. The Development Manager will help develop the organization's international fundraising strategy in consultation with the Executive Director, the Senior Development Director, and board members; secure increased funding from existing and new foundation and government funders; help to secure funding from high-dollar individual donors; work collaboratively to improve fundraising systems (e.g. tracking prospects, grants, contacts and donor-reporting); and establish a clear strategy for sustainable growth.

Note: To avoid any perception of conflict of interest, and to maintain its independence and impartiality, the Centre does not accept donations from companies, corporate foundations, or senior executives at major corporations.

## **RESPONSIBILITIES**

### **Fundraising strategy and implementation:**

- Build the Centre's donor base and pipeline of prospects by crafting (with Executive Director and Senior Development Director) and implementing annually a comprehensive development strategy to raise funds from foundations, other institutional donors, and individuals. Report regularly to the Senior Development Director and the Management Team on fundraising progress against stated goals, and twice a year to the Board.
- Prepare budgets and forecasts related to all fundraising activities (with Executive Director, Senior Development Director and Finance Officer/Accountant). Should be comfortable with setting annual fundraising goals and have systems in place to benchmark and track activities and progress.
- Strengthen development infrastructure and systems.

### **Foundation and other institutional grants:**

- Conduct, oversee and analyse research to identify new sources of institutional giving.
- Draft proposals and reports in close collaboration with Senior Development Director and the Executive Director.
- Working directly with Executive Director, maintain regular communication with all Europe-based institutional donors and prospects and develop responses to their inquiries.

- Ensure timely submission of reports and proposals to all European funders and assist as needed with reporting to North America-based funders.
- Work closely with senior management to nurture and develop new relationships with programme officers and other foundation personnel.

**Individual donors:**

- Working closely with the Executive Director and Senior Development Director, assist in developing the strategies and relationship-building activities required to attract individual donors, including major donors. Support and coordinate with the senior management to cultivate and solicit major donors in Europe.
- Help to develop a major donor programme that includes cultivation events showcasing the Centre's work.
- Create appropriate written communications geared to engaging the interest of individual donors. Elicit compelling cases, issues, success stories and quotes from board and staff, and particularly from regional researchers in Africa, Asia and other regions.
- Ensure ongoing communication with individual donors, and timely thank-you notes.
- Work closely with Executive Director and Senior Development Director to plan and implement the annual appeal and the other elements of an ongoing annual fund effort, including exploring the possibility of introducing the use of social media for fundraising.
- With the Executive Director and Senior Development Director, lead the entire organization to excel in both donor cultivation and stewardship.

**Online fundraising:**

- Work with the Executive Director, Senior Development Director and senior leadership to refine our online fundraising strategy for the Resource Centre.

**Broader role:**

- Play an active role in organizational strategic planning and priority setting.
- Work closely with colleagues across programme areas in order to maximise organizational and fundraising effectiveness.
- Keep Board members updated and informed on fundraising progress, including reporting back to semi-annual board meetings.

**CREDENTIALS**

**Qualifications:**

**Required:**

- The right to work in the United Kingdom (must have this before applying)
- At least 4 to 5 years of fundraising experience, preferably in a charity or similar organization
- Proven experience in crafting fundraising strategy that delivers for the organizational priorities
- Track record of developing and sustaining high quality relations with key funding contacts at trusts, foundations, and governments
- Proven ability to communicate clearly and succinctly in English, especially in writing compelling and persuasive grant proposals and reports to donors
- Demonstrable diligence and reliability in project management and donor stewardship
- Demonstrable financial management especially with respect to fundraising and project budgets
- Excellent skills in interpersonal and collaborative work
- Appreciation of the values and mission of the organization and a proven ability to represent the organization to donors and prospects

- Demonstrable entrepreneurial spirit and ability to identify and capitalize on opportunities
- Excellent interpersonal and team-building skills, including the ability to maintain effective working relationships with people from diverse national and cultural backgrounds, and for whom English is a second language
- University degree, or equivalent
- Ease relating to influential, well-known individuals and high net worth donors
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information
- Excellent analytical skills, organizational and time management skills, including attention to detail
- Computer proficiency in Windows Operating systems, MS Office, knowledge of and demonstrated efficiency with donor management databases
- Willingness to travel on occasion

**The following would be useful, but not necessary:**

- Familiarity and experience with international affairs and human rights
- Knowledge of languages other than English
- Experience with organizing small donor cultivation events and/or larger organizational events

**TERMS AND COMPENSATION**

- This is a full-time position
- Starting salary: £45,000-50,000 per year (commensurate with experience), plus 5% pension
- 24 vacation days per year
- Opportunity to play a central role in an enthusiastic and international team

**MORE ABOUT THE ORGANIZATION**

The Resource Centre covers the full range of human rights impacts by business – from labour rights in the supply chain to pollution damaging health; from displacement of indigenous peoples to access to essential medicines; from workplace discrimination against disabled people to killings and torture by private military and security firms.

**Empowering advocates:** The Resource Centre provides access to tools, guidance and the most comprehensive database on the subject for everyone working in this field. It aims to ensure widespread participation in international debates on business and human rights. It highlights good practice by companies, so that others can follow suit.

- *“Without your site to offer a taxonomy of the issues, and organize the materials, companies simply will not move along the learning curve from confusion to action. I cannot tell you how many times I have met with business folks whose eyes light up when I alert them to your site.”*

**Elliot Schrage**, currently Vice President at Facebook, then Fellow on Business and Foreign Policy at Council on Foreign Relations

- *“The Resource Centre has become the single most effective enforcer of human rights practices by corporations...it is a small, smart organization; the mechanisms it uses are simple, straightforward and powerful.”*

**Michael Conroy**, economist, author of *Branded!*, former Program Director at Rockefeller Brothers Fund, former Senior Program Officer at Ford Foundation

**Strengthening public accountability:** The Resource Centre strengthens public accountability and ensures balanced coverage by seeking responses from companies to allegations of misconduct. When civil society raises concerns about company conduct, it seeks a response from the company. These

companies may be well-known multinationals, or small firms or factories being asked to go on the record about a human rights issue for the first time. The Resource Centre has invited over 3000 companies from across the world to respond to concerns, and over 75% have done so. It publicizes the allegations and company's response (or non-response) on its website and in its Weekly Update. Advocates thank the Resource Centre for bringing global attention to their concerns and for eliciting responses from companies. Companies thank it for providing them the opportunity to present their responses in full. This process encourages companies to address concerns and has led to positive change on the ground.

- *"The Resource Centre provides a high-impact dissemination channel for civil society groups around the world, an excellent news source, and an important forum for dialogue because it solicits responses from companies."* **Lisa Misol**, Human Rights Watch
- *"Environmental groups like mine in China do not have the special skills to deal with companies, so it's really good to have an ally like you."*  
**Yao**, Director of Law & Public Participation, Civil Society Watch, China
- *"The Resource Centre, by drawing international attention to my report (about widespread torture of artisanal miners by private security firms working for diamond companies in Angola), and by eliciting responses from the five diamond companies, helped stir up a debate on these issues, which is having an impact in Angola."*  
**Rafael Marques**, independent Angolan journalist

**Building corporate transparency:** The Resource Centre monitors the human rights conduct (positive and negative) of over 6,500 companies globally. It gathers reports from a wide range of sources – ranging from grassroots human rights and environmental organizations to investigative journalists to companies themselves – and channels them to a large and influential audience. It builds on the work of local groups in all regions by getting their concerns heard by people who will take action on them.

- *"An essential guide to the world's companies and their records on human rights."*  
**Guardian**
- *"No debate can move forward, no positive change can be made, without facts. The Business & Human Rights Resource Centre is the only website to provide such a broad range of balanced information on business and human rights."*  
**Mary Robinson**, former UN High Commissioner for Human Rights and President of Ireland; Chair of the Resource Centre's International Advisory Network
- *"The Resource Centre's online library is the most comprehensive, objective source available... You provide a critical public good from which we all benefit... The Resource Centre has been an invaluable resource in moving this debate in constructive directions, not to mention your importance as a platform for dialogue."*  
**John Ruggie**, Professor in Human Rights & International Affairs at Harvard University; former United Nations Special Representative on business & human rights

The Resource Centre was named to the inaugural Phoenix 50 List at the Skoll World Forum 2009: *"50 pioneers in the business of social innovation making significant contributions to building a more sustainable, more equitable global economy and to resolving social, environmental and financial challenges"*. The award said of the Resource Centre:

*"There are many organizations dedicated to promoting human rights, but very few that focus on the interface with business — and none that do it as well as the Business & Human Rights Resource Centre. It is the leading player helping grow a whole generation of organizations and networks which promote human rights issues within global business."*

Further information is on our website: [www.business-humanrights.org](http://www.business-humanrights.org).