



JOB ANNOUNCEMENT

Development Officer

Business & Human Rights Resource Centre

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

Based in: New York or London headquarters

Reports to: Senior Development Director

Salary: £34-42,000 per year (commensurate with experience), plus 5% pension contribution

Closing date for applications: 12:00pm EST/5:00pm GMT on 23 November 2016

Interview dates: 1 December 2016 in London/6 December in New York

Applicants must have:

- the right to work in the United States or United Kingdom (must have this before applying)
- at least 3 to 5 years of fundraising experience, preferably in a charity or similar organisation
- excellent English-language skills

To apply: Download and complete the application form from our website, and send it by email to Patricia Surak: surak@business-humanrights.org with Cc to Julie Berlin Schurei: berlin@business-humanrights.org. The application form can be found via the "Announcements" box on our homepage: www.business-humanrights.org. The application form is required; we do not accept CVs.

THE ORGANISATION

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

We are a global organisation, 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 6,500 companies' human rights performance – their advances and abuses.

We have 30 team members, based in every region of the world. The Development Officer 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 6,500 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 Officer is a new position, created by the Centre to help increase its annual budget (currently at just about \$2 million) by expanding its base of foundation and government donors and developing an individual giving program, focused on major donors. The Development Officer will report to the New York-based Senior Development Director and work closely with the UK/Europe Development Director based in London. S/he will be based in New York or London.

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 organisation's income has been from foundations and governments. The Resource Centre also has a pool of individual donors, but just in the nascent stages of developing a major gifts program.

The Resource Centre seeks a fundraising generalist, with experience in foundation management, including grant-writing and reporting, since this will be the main focus of work. Government and individual fundraising is also desirable but not required. The Development Officer will be expected to contribute to developing the organisation's international fundraising strategy in consultation with the Executive Director, the Senior Development Director, UK/Europe Development Directors and board members; help to 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. research and tracking of prospective funders, grants, contacts and donor-reporting); and play a role in establishing 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 currently accept donations from companies, corporate foundations, or senior executives at major corporations.

RESPONSIBILITIES

Grant and relationship management:

- Develop narrative and financial funding reports in coordination with relevant members of Global Team,
- Assist in the development of proposals for North America-based funders in close collaboration with Senior Development Director.
- Working directly with Senior Development Director, ensure all inquiries from North America-based donors are fulfilled in a timely and efficient manner.
- Draft quarterly donor update in collaboration with two Development Directors and ensure it reaches all relevant contacts.
- Track communications with North America funders to ensure there are regular contacts throughout the year. Record all contacts in donor database.
- Assist as needed with reporting to UK- and Europe-based funders.

Research:

- Conduct and analyse research to identify new sources of institutional (foundations/trusts/governments) giving on an ongoing basis.
- Provide research reports on individual donor prospects prior to meetings and prep relevant team members.
- Stay aware of trends in giving, changes in human rights funding, key donors in the field.

Team coordination and systems management:

- Manage team fundraising (reporting) calendar, and work with Development Directors to ensure timely submission of reports and proposals to all funders.
- Manage CiviCRM database as administrator, ensuring it is up to date and accurate, and is used to increase efficiency.
- Assist with preparation for donor/prospect meetings, including: developing meeting packets, maintaining schedules, seeking and confirming meetings, booking travel, and other logistics.
- Work with communications and program staff to ensure all organizational documents used regularly for fundraising are kept up to date and relevant. Suggest and create new materials.
- Assist in developing and maintaining a shared system of information management for program and organizational data used in funding reports.
- Supervise development interns as appropriate.

Individual donor and online fundraising support:

- Process acknowledgements for individual gifts.
- Work closely with the Development Directors 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.
- Work with the Development Directors and senior leadership to refine our online fundraising strategy for the Resource Centre.

Fundraising strategy and implementation:

- Provide input to fundraising strategy and participate actively in key planning discussions.

CREDENTIALS**Qualifications:****Required:**

- The right to work in the United Kingdom or United States (must have this before applying)
- At least 3 years of fundraising experience, preferably in a charity or similar organisation
- Proven ability to communicate clearly and succinctly in English, especially in writing compelling and persuasive grant proposals and reports to donors
- *Team-work*: Able to operate effectively and constructively as part of a global team, and ensure effective communication despite geographical distances and language differences between team members.
- *Initiative and motivation*: Able to use own initiative, and work independently within agreed frameworks; motivated by achieving results and completing tasks, and being accountable.
- *Organization and prioritization*: Strong organizational and prioritization, and time-management skills, including attention to detail, enabling efficient and effective 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
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information
- University degree, or equivalent
- Computer proficiency in Windows Operating systems, MS Office, knowledge of and demonstrated efficiency with donor management databases

The following would be useful, but not necessary:

- Familiarity and experience with international affairs and human rights
- Knowledge of languages other than English

TERMS AND COMPENSATION

- This is a full-time position
- Starting salary: £34,000-42,000 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 ORGANISATION

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.