



## **JOB ANNOUNCEMENT**

### ***Development Director***

**Business & Human Rights Resource Centre**

**closing date: Tuesday 4 November 2008**

## **THE ORGANIZATION**

**Business & Human Rights Resource Centre** is an innovative nonprofit – the only organization using the internet to track and publicize the human rights and environmental impacts (positive & negative) of more than 4000 companies worldwide. The Centre has offices in New York & London, regional researchers based in Hong Kong, India, South Africa & Ukraine, and plans to grow in other regions.

In a globalised world, monitoring the private sector's conduct has become one of the most important new areas of human rights work. The Resource Centre has created the leading information hub on the subject. Its website [www.business-humanrights.org](http://www.business-humanrights.org) receives over 1.5 million hits per month in 196 countries & territories. The Centre also invites companies to respond publicly to allegations of misconduct: to date over 75% of companies have responded, from major multinationals to small suppliers.

Mary Robinson, former UN High Commissioner for Human Rights and President of Ireland, chairs its International Advisory Network of 80 experts.

The Resource Centre's mission is to:

- increase corporate transparency and accountability
- encourage companies to respect human rights, avoid harm to people, and maximise their positive contribution
- facilitate constructive, informed decision-making and public discussion

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

*"The Resource Centre 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 and Ford Foundation Mexico

*"Since it was established in 2002, The Resource Centre has won a big following among companies, governments, investors, non-government organisations and journalists."*

**Financial Times**, "A fair approach to human rights"

## **THE OPPORTUNITY**

This is an exciting opportunity to help a dynamic, collegial, highly-respected international organization achieve exponential growth in its financial support. It is the first full-time development position in a small yet high-impact organization, with staff on four continents working in a fast-evolving area of human rights.

## **THE POSITION**

The Head of Development is a new full-time position, created by the Centre to help increase its annual budget (currently at \$US1 million) by expanding its base of institutional donors and developing an individual giving program, focused on major donors. The Head of Development will report to the London-based Director and work alongside the New York-based Head of Program. S/he will be based in New York but undertake occasional travel to the London headquarters. The Director of Development will be an integral member of the Centre's senior leadership, involved in the organization's overall strategizing and stewardship, and participating in board meetings in London and New York.

The Centre seeks a fundraising generalist, with a track record in foundation and major gifts fundraising. S/he will be charged with developing the Centre's international fundraising strategy in consultation with the Director and trustees; securing increased funding from existing and new foundation and government funders, as well as high-dollar individual donors; improving fundraising systems (e.g. tracking prospects, grants, contacts and donor-reporting); assisting the Director and Head of Program with expansion of the US board; and establishing a clear strategy for sustainable growth – including a plan for raising the funds to set up a reserve fund.

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 Director) and implementing annually a comprehensive development strategy to raise funds from foundations, other institutional donors, and individuals. Report regularly to the organization leadership on fundraising progress against stated goals.
- Prepare budgets and forecasts related to all fundraising activities. Should be comfortable with setting quarterly as well as annual fundraising goals and have systems in place to benchmark and track activities and progress.
- Strengthen development infrastructure and systems.

### **Foundation and Other Institutional Gifts:**

- Oversee and analyze research to identify new sources of institutional giving.
- Draft proposals and reports in close collaboration with Director and Head of Program.
- Working with Director, maintain regular communication with institutional donors and develop responses to their inquiries.
- Oversee the submission of reports and proposals on a timeline.
- Assist with the strategic positioning of programs.
- Work closely with senior leadership to nurture and develop new relationships with program officers and other foundation personnel.

### **Major Gifts:**

(To date the majority of the Centre's income has been from foundations, with some contributions from individuals. Developing a major gifts program will be one of the Development Director's priorities.)

- Lead targeted research and develop the strategies and relationship-building activities required to attract major donors (\$2,500 dollars + gifts) and high level individual donors (\$10,000 dollars + gifts). Support and coordinate with the senior leadership to cultivate and solicit all major donors. Educate the staff and board and develop their capacity to support major gifts fundraising.
- Develop a major donor program that includes cultivation events showcasing the Centre's work. Elicit compelling cases, issues, success stories and quotes from board and staff, and particularly from regional researchers in Africa, Asia and other regions.
- Create appropriate written communications geared to engaging the interest of individual donors.
- Ensure ongoing communication with individual donors, and timely thank-you notes.
- Institute an annual appeal and the other elements of an ongoing annual fund effort.
- Lead the entire organization to excel in both donor cultivation and stewardship.

**Online fundraising:**

- Develop & implement an online fundraising strategy for the Resource Centre.

**Senior Management Activities:**

- Work closely with colleagues across program areas in order to maximize organizational and fundraising effectiveness.
- Keep board members updated and informed on fundraising progress, including reporting back to bi-annual trustee meetings.

**CREDENTIALS**

**Qualifications:**

**Required**

- Commitment to social justice and to the Centre's mission and values
- Bachelor's degree
- At least 3 years of relevant experience in nonprofit or fundraising environment
- Proven track record cultivating, soliciting, and stewarding various donor constituencies
- Excellent writing and oral communications skills
- 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
- Ease relating to influential, well-known individuals and high-dollar donors
- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information
- High energy, goal-directed, relationship-builder
- Flexible multi-tasker
- 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 special events

## **TERMS AND COMPENSATION**

- This is a full-time paid position (35 hours per week)
- Competitive salary and benefits; salary commensurate with experience
- 22 vacation days per year
- Opportunity to play a central role in an enthusiastic and international team

## **TO APPLY**

Please send the following by email to Annabel Short [short@business-humanrights.org](mailto:short@business-humanrights.org) with a cc to [contact@business-humanrights.org](mailto:contact@business-humanrights.org):

- Resume
- Names & contact details of three references
- A cover letter, explaining why you are interested in this position and how your skills and experience meet its requirements