

VACANCY ANNOUNCEMENT



March 2016

Development Officer, Development & Donor Relations Department

The International Commission of Jurists - European Institutions is a non-profit organization (AISBL) established in Brussels, and part of a worldwide network of judges and lawyers united in affirming international law and rule of law principles that advance human rights (www.icj.org).

We are recruiting a dynamic and proactive professional to contribute to the development and implementation of fundraising strategies to meet the funding needs of the organization. The ideal candidate has been working for at least five years in fundraising and development with an international organization and holds solid knowledge of fundraising policies and tools of European and US institutional donors and foundations as well as of project development and management.

RESPONSIBILITIES

Under the supervision of the Director of Development and Donor Relations, the Development Officer has the following responsibilities:

- Cultivate and develop relationships with existing donors, by acting as the focal point;
- Identify new sources of potential funding, with a view to diversify and strengthen the donor base, including calls for proposals. Continuously use and refine the defined procedures and tools for fundraising;
- Manage the submission and follow-up of proposals. Support the negotiation of funding agreements and contracts with donors;
- Document, record and report any relevant information and findings gathered from existing and potential donors using the defined procedures and tools;
- Coordinate the development of fundraising and communication materials such as fact-sheets and concept notes to be used in donor outreach initiatives;
- Organize and follow-up on fundraising trips, events and other donor cultivation activities. Contribute to represent the ICJ to potential supporters;
- Explore, negotiate and maintain relations with other interested parties in view of joining or forming consortia to attract funding.

QUALIFICATIONS

The successful candidate will have:

Education & Experience

- University degree in, law, development, international relations, political science or a related field. Additional relevant fundraising qualifications an asset;
- 5 years experience in fundraising and development, with an international organization. Prior experience in the field of Rule of Law and/or Human Rights an asset.

Essential Skills

- Solid knowledge of fundraising policies, procedures and tools of European and US institutional donors and foundations;
- Knowledge of project development and management, including familiarity with logical frameworks and budgets;

- Excellent oral and written communication skills in English and French. Proven track record in proposal development and fundraising;
- Ability to manage multiple tasks and to adjust priorities flexibly in response to external events;
- Problem solving skills and a proactive approach;
- Knowledge of Microsoft Office, spread sheet and Word-processing programmes;
- Team player with strong interpersonal skills, and ability to work with a multi-cultural team;
- Willingness to travel (about 30% of work time);
- Commitment to and understanding of human rights issues.

The ICJ is an equal opportunities employer. For this position, priority will be given to applications from EU nationals or individuals with valid EU work permits.

APPLICATIONS close on 3 April 2016 and should be addressed with your resume (maximum two pages), a cover letter (maximum two pages) and the names of at least two references to:

Ref: Development Officer
By email: recruitment@icj.org

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