

## JOB ADVERTISEMENT: DEVELOPMENT LEAD

*with the Institute on Statelessness and Inclusion (ISI)*

<b>Position:</b>	Full-time (40 hours per week)
<b>Contract type:</b>	12 months fixed term, renewable
<b>Location:</b>	London (UK) or Tilburg (the Netherlands)
<b>Main purpose:</b>	To lead donor engagement, fundraising and monitoring and evaluation for ISI and its partners globally
<b>Reporting to:</b>	Head of Finance and Administration
<b>Annual full-time salary:</b>	£ 35K – £ 40K gross (depending on experience) if based in the UK € 40K – € 46K gross (depending on experience) if based in The Netherlands

### Job Purpose

Are you looking for more than just another fundraising job? Would you like the opportunity to expand donor understanding of possibly the biggest human rights issue they've never heard of? To directly support stateless activists and grassroots groups to strengthen their fundraising and development skills? To help the only global human rights NGO working on the right to nationality, to strengthen and diversify its funding? To support the work of a growing global movement on statelessness? If you are looking for a position that will challenge, stretch and inspire in equal measure, and if you feel you have the requisite attitude, skills and experience to offer, this may be the perfect job for you!

The **Development Lead** is a new position, created to design, plan and implement ISI and its civil society partners' ambition to improve resourcing for the field of statelessness by: strengthening ISI's donor engagement, fundraising, monitoring and evaluation processes; supporting the fundraising efforts of a growing global movement on statelessness and helping partners by strengthening their fundraising capacity; and educating and engaging donors to prioritise accessible funding for grassroots stateless-led and community-based organisations.

The Development Lead will support ISI colleagues, as well as partners worldwide, with organisational, programmatic and project fundraising efforts. As statelessness is still an emerging issue within the donor landscape, the Development Lead is expected to apply creative, lateral thinking to this process. Additionally, the Development Lead will work with the ISI team to manage its donor portfolio and develop, maintain and support its monitoring and evaluation processes.

The role can broadly be divided as follows:

- 40% Fundraising, donor management and grant reporting for ISI
- 40% Fundraising support for the global movement, capacity development for ISI partners and coordination of wider donor engagement on statelessness
- 20% Monitoring and Evaluation

***Applicants will need to have the right to reside and work in the UK or Netherlands (ISI will not be in a position to sponsor any applicant).***

**Candidates should submit their full application via email to [jobs@institutesi.org](mailto:jobs@institutesi.org) no later than Sunday 18 September 2022. Further details about the position, person qualifications, application procedure and recruitment timeline are set out below.**

## Key responsibilities

### Fundraising, donor management and grant reporting for ISI (40% of the role)

- In collaboration with ISI's Management Team and Programme Leads, develop and lead the implementation of ISI's fundraising strategy, focusing on strengthening and diversifying ISI's funding base, increasing ISI's unrestricted and multi-year funding, securing bespoke funding for ISI's programmes, and setting ambitious but achievable fundraising targets for the team.
- Engage in active scoping of donors and fundraising opportunities to meet ISI's Institutional and Programmatic fundraising needs.
- Improve, maintain and monitor the use of ISI's processes and tools for fund-scoping, fundraising and donor relations.
- Develop messaging and materials to effectively communicate ISI's work and impact to different donor audiences.
- Support ISI's programme teams in the development and submission of fundraising proposals and concept notes.
- Independently approach prospective donors to initiate introductory conversations.
- Work closely with ISI programme teams to deliver grant reporting in a timely manner.

### Fundraising support for the global movement, capacity development for ISI partners and coordination of wider donor engagement on statelessness (40% of the role)

- Work closely with ISI's partners worldwide to provide guidance to improve their fundraising efforts, through the delivery of technical advice, coaching and training.
- Coordinate the efforts of a Donor Education Steering Group – a unique collaboration of donors, stateless activists and NGOs who are working together to strengthen sustainable and accessible funding for grassroots statelessness actors by:
  - developing and implementing a wider donor education and engagement strategy through a combination of convenings, conversations between donors and statelessness actors and exclusive spaces for conversations among donors.
  - building a stronger evidence base for donor engagement, through mapping the funding needs of the field, current levels of statelessness-specific funding and support, and barriers to funding faced by stateless activists, community groups and NGOs.
  - Exploring and securing donor commitments to provide sustainable and accessible funding to grassroots groups, and identifying participatory approaches to making these funds available to relevant actors.
- Support the fundraising efforts of the nascent Global Movement on Statelessness by providing secretarial support to the Movement's Fundraising Working Group and assisting with the fundraising efforts of the Movement.

### Monitoring and evaluation (20% of the role)

- Develop, implement, improve and maintain workable and comprehensive M&E tools and procedures for ISI.
- Work with ISI's programme teams to include M&E in their programmatic work and concept notes.
- Work with ISI's programme teams and programme partners to monitor, evaluate and report on specific activities, including providing advice on the design of data collection and analysis mechanisms and tools as well as presentation of its findings.
- Work with ISI's Communications Lead to identify statistics and case studies, and to develop infographics and other materials, to communicate the overall impact of ISI and its partners' work to external and internal audiences.
- Provide support to ISI's partners worldwide by providing guidance and training to improve their monitoring and evaluation processes.

### Additional Responsibilities and Requirements

- Actively participate in staff meetings, planning and regular administrative tasks, as is required of all staff.
- Visit the Institute's other office and undertake other travel around the world, as required.
- Adhere to the Institute's Staff Policy and internal procedures and processes.

## Skills, experience and personal qualities

### Expertise & Experience

- 4 to 6 years proven professional experience – preferably in the human rights or social justice sectors - of independently managing a portfolio of numerous small (under \$ 50,000), medium (under \$100,000) and large (over \$100,000) single and multi-year grants, including prospecting, preparing proposals and budgets, managing donor relationships and reporting.
- Familiarity with different types of donors (trusts and foundations, institutions, government etc.) based out of different regions (including the EU, UK and USA), who support work throughout the world. Additional experience in corporate and individual giving is a plus.
- Experience building others' fundraising and donor relations capacity through coaching and training.
- Experience working in multi-stakeholder settings to develop and deliver strategies to grow resourcing for an issue.
- Experience in conducting sector funding gaps analyses, donor mapping research or participatory grant making is a plus.
- Monitoring & Evaluation expertise/experience.
- Previous experience collaborating with grassroots and community-based groups is a plus.

### Language & communication skills

- Excellent English writing, editing and reviewing skills, with the ability to produce high-quality documents in short timeframes, and to provide constructive feedback to colleagues and partners.
- Excellent English speaking and communication skills, with the ability to communicate complex ideas in accessible ways to a variety of audiences not familiar with the issue and change the communication style to different audiences.
- Ability to independently represent the issue and the organisation externally.
- A sound knowledge of Arabic, Spanish, French or Russian is highly desirable.

### Other

- Diligent, with strong attention to detail, taking pride in delivering work of the highest quality.
- Comfortable working in a small team environment, which requires flexibility, being supportive and happy to learn from and share with colleagues.
- Excellent IT skills and ability to implement new bespoke software.
- People with lived experience of statelessness or from communities disproportionately impacted by statelessness are encouraged to apply.
- ***Applicants will need to have the right to reside and work in the UK or Netherlands (ISI will not be in a position to sponsor any applicant).***

### Values

The Development Lead will feel a strong alignment with ISI's mission, its core purpose of working together with excluded people to achieve social justice and be willing to grow with the organisation in the pursuit of its goals. The Development Lead will also demonstrate a strong alignment with ISI's values:

- *Humility* - We put impact before ego, always
- *Partnership* - We know that journeying together will bring us further than going it alone
- *Optimism* - We believe that positive change can and will come, if we persevere
- *Accountability* - We know that we can only be true to our purpose if we centre the needs of excluded people
- *Critical mindedness* - We approach institutional power and systems that engender exclusion with a critical attitude
- *Creativity* - We approach our work with curiosity and creativity, to find new ways forward
- *Learning* - We are committed to continuous learning and adaptation, to deliver our best then do better
- *Nurturing* - We support each other, with empathy and generosity, as we work in pursuit of our common purpose

## Employment conditions & application procedure

### Employment conditions

ISI believes in the importance of flexibility, personal development, good employee benefits and maintaining a balance between work and private life. We strive to offer our employees the same favourable conditions, whether they are based in our UK or Netherlands offices.

We offer flexible annual leave, totalling 36 paid holidays (288 hours, based on full-time contract). This leave entitlement includes public/bank holidays, but employees do not have to follow set public/bank holidays (with the exception of Christmas day, Boxing day and New Year's Day).

Other employee benefits include:

- Personal development opportunities, including access to a dedicated Staff Development Fund
- 6% employer pension contribution (over qualified income)
- Sabbatical policy, after four years' employment
- Hybrid working (office/home)
- Time Off In Lieu (TOIL) policy

### Application procedure

Candidates should submit their full application via email to [jobs@institutesi.org](mailto:jobs@institutesi.org) no later than **Sunday 18 September 2022**. The email subject should state 'Application: Development Lead'. Applications must comprise:

1. A completed **application form**, which can be [downloaded here](#).
2. A **cover letter** (no more than 2 pages) setting out the candidate's suitability for the job, addressing the criteria under *Skills, experience and personal qualities* in the job advertisement.
3. A **Curriculum Vitae** (no more than 2 pages).
4. A **writing sample** of around 1000 words.
5. Applicants called for interview will need to partake in a timebound **written assessment** prior to the interview.
6. Applicants called for interview should also be prepared to submit two references upon request.

For questions about the role, please write to [jobs@institutesi.org](mailto:jobs@institutesi.org) with the email subject 'Question: Development Lead'.

### Timeline

- Deadline for applications: Sunday 18 September 2022
- Shortlisted applicants notified: Last week of September 2022
- Written assessment: First week of October 2022
- Interviews: Second week of October 2022 (with possible second round interview in third week October)
- Decision: before 31 October 2022
- Start Date: January 2023, or as soon as possible thereafter.