

# Director - International Campaign to Ban Landmines and Cluster Munition Coalition

Do you thrive on high-profile international advocacy? Can you rally, resource and inspire a diverse and successful coalition of campaigners and staff from across the globe? Do you ignite with the ambition of achieving fast progress in ridding the world of landmines and cluster munitions? If so, you could be who we are looking for.

The International Campaign to Ban Landmines – Cluster Munition Coalition (ICBL-CMC) seeks a highly motivated and dynamic person to effectively lead our staff team, two campaigns and unique projects.

## About the ICBL-CMC

The ICBL-CMC is a global civil society network dedicated to putting an end to the suffering caused by antipersonnel landmines and cluster munitions.

We seek to prevent all use, production, and trade of these weapons, and to ensure stockpiles are destroyed. We denounce any use of these indiscriminate weapons, and mobilize others to do so as well. We call for efficient clearance of all landmines, cluster munitions and explosive remnants of war; and we want to see the fulfillment of victims' rights and needs. The best way to reach these goals is to ensure the universal adherence to, and implementation of, the 1997 Mine Ban Treaty and the 2008 Convention on Cluster Munitions.

We inform and rally the public to act with us for a world without antipersonnel landmines and cluster munitions, where the rights of victims are upheld. We monitor, analyze, and report on progress on these life-saving treaties as well as on obligations as yet unfulfilled.

ICBL-CMC members, including victims of landmines and cluster munitions, take action in some one hundred countries. We work in an inclusive manner with NGOs and individuals committed to helping us reach our goals. We believe in the impact of a coordinated and flexible network of NGOs with experience and passion.

## The ICBL-CMC Director will be expected to:

- Develop and execute strategies to promote the universalization and full implementation of the Convention on Cluster Munitions and Mine Ban Treaty.
- Develop and implement a fundraising strategy that ensures the financial stability of the organization.
- Resource, assemble, inspire and lead an effective, motivated team, instill a common vision and sense of purpose, set clear goals and direction for the team, and coordinate and communicate effectively to achieve them.
- Be the face and voice of the campaigns: represent the ICBL-CMC externally to international audiences, governments and donors worldwide, present the views of the campaigns and influence policymakers to achieve campaign goals.
- Inform and consult the ICBL-CMC Governance Board.

### The ideal candidate will have the following profile:

- A minimum of seven years' proven ability to manage, supervise and mentor a team of people, preferably in the NGO sector. Experience with virtual team management and supervision is an asset.
- Substantive knowledge of and experience with the landmine and cluster munition issues, the two campaigns, and the two conventions (or knowledge and experience in the disarmament field) would be an asset.
- Ability to work proficiently in English is essential and fluency in other languages would be an asset.
- Proven capacity to work in a self-directed manner as well as a demonstrated capacity to work collaboratively with staff and campaign members.
- Track record of results-oriented, successful execution of advocacy campaigns.
- Concrete experience in strategy development and coordination resulting in the successful execution of an organizational work plan and budget.
- Demonstrated experience in managing via a results-based management or logic framework.
- Substantial record of successful fundraising for larger grant contracts and experience liaising with potential donors.
- Excellent and proven communication and interpersonal skills with a wide variety of multi-cultural, multi-lingual groups and stakeholders.
- Personal commitment to the campaigns to ban landmines and cluster munitions is essential.
- Documented experience as a spokesperson with the media, governments or other stakeholders.
- Available for international travel.
- Stamina, flexibility, personal drive and sense of humour.
- Equally comfortable interacting and engaging with governments, international organizations, United Nations agencies, as well as national campaigners and field-based mine action operators.

ICBL-CMC sees diversity as a strength. We encourage all that meet the profile to apply, irrespective of age, gender, race, religion, ethnicity or political affiliation.

Please send a cover letter and CV by 8 August 2017 to: [jobs@icblcmc.org](mailto:jobs@icblcmc.org).

## Job Description

Title	ICBL-CMC Director
Location	Negotiable
Reports to	ICBL-CMC Governance Board
Purpose	To secure and deliver success in both ICBL and CMC campaigns
Staff managed	Five full-time staff, numerous consultants, interns and volunteers.

## **Job Objectives and Outcomes:**

### **Develop and execute ICBL-CMC strategies, supporting plans and activities to ensure the full universalization and implementation of the Mine Ban Treaty and Convention on Cluster Munitions**

- Clear definition of objectives, their prioritization, provision of direction to staff, allocation of resources and allocation to tasks.
- Monitoring progress of strategic goals, annual plans and budget, with periodic adjustment as necessary.
- Produce and disseminate the annual ICBL-CMC annual report

### **Develop and implement a fundraising strategy that ensures the financial sustainability of the organization**

- Develop, and gain approval for, an annual budget that reflects the strategic plan.
- Develop and submit proposals to donors as required to fund the approved budget.
- Actively fundraise with governments, foundations and individuals
- Serve as the main point of contact for donor relations
- Ensure CMC-ICBL is within budget and compliant with all grant agreements
- Report on all grants in a timely way, according to donor guidelines and requirements

### **Resource, structure, inspire and lead an effective, motivated team, with a common vision and sense of purpose, clear goals and division of responsibility, transparency, accountability, and effective internal coordination and communication.**

- Clarity among all managed staff on purpose, personal responsibility and performance requirements.
- Timely and effective orchestration and delegation of duties.
- Mentoring and guidance, communication and coordination to ensure optimum team performance.
- Feedback and annual performance appraisals for all staff.
- Maintenance of team spirit and morale.

### **Inform and consult the ICBL-CMC Governance Board**

- Open and sufficient communication, including the production and dissemination of timely and adequate reporting to the Governance Board, to make sure its members have the information needed to make informed decisions and contribute their expertise to the campaigns.
- Seek and receive Governance Board guidance as necessary to ensure unity of purpose and mind between GB and campaign staff.
- Participate in Governance Board and all Committee meetings as required
- Ensure all legal requirements are fulfilled and all financial reporting is submitted in a timely fashion

### **Ensure the campaigns are well represented with the aim of achieving advocacy goals.**

- As the primary spokesperson, be known and respected as the acknowledged outward face and 'go-to' person of the ICBL and CMC campaigns.
- Coordinate the representation of both campaigns at international and regional levels by campaign members, ensuring diverse representation highlighting campaign expertise and passion from a range of perspectives (gender and regional balance, national campaigns, operators and service providers, survivors and representatives of survivor organizations)
- Achieve clarity among donors, governments, and outwardly to the public (including to the media) on what the ICBL and CMC stand for, think, and demand