



Deputy Director

EarthRights International

Salary

USD 145 - 160 K + benefits

Details

ERI-DD

Start Date

a.s.a.p

Closing Date

8 March 2023

Contract Type

At-will employment

Location

Washington DC, USA (with some remote work)

About EarthRights International

EarthRights International (EarthRights) combines the power of law and the power of people in defense of human rights and the environment, which they define as “earth rights.” They rise in defense of communities and the planet, using the power of law and the power of people in pursuit of justice.

EarthRights is a team of community organizers, campaigners, and legal strategists who challenge corporations, governments, and banks that violate peoples’ rights and destroy the planet for profit. They are part of a global network of earth rights defenders who aim to protect the planet for the future.

EarthRights makes change through three important strategies: training community and legal activists, strategic legal work in defense of human rights and demanding corporate accountability, and campaigns to promote systemic governmental and corporate policy change.

For 25 years, EarthRights has stood with communities in pursuit of a world in which every person lives with the dignity of justice and human rights on a planet where precious resources are shared equally and preserved for the future. They have trained over 400 Defenders through their EarthRights School, and they have filed over 25 groundbreaking accountability cases against the world’s largest corporations.

EarthRights has a global team of over 65 staff with offices in the United States, Thailand, and Peru.

About the Role

EarthRights is seeking a talented leader to serve as the Deputy Director, helping to guide the organization at a critical time of growth and opportunity.

The Deputy Director will provide leadership, management, planning, and enhancement of EarthRights' internal organizational systems, processes, and infrastructure. The Deputy Director will lead staff processes around EarthRights' strategic plan implementation, including integration and collaboration across offices, vision alignment, and collective goal setting.

The Deputy Director will support the Executive Director and share responsibility for the overall development and structure of the organization, with accountability and decision-making authority on finance, fundraising, human resources, and program planning, monitoring, and evaluation systems.

This position will also lead the development and implementation of organizational policies at the global and regional levels and be a crucial steward of the organization's culture and values.

The ideal candidate is a collaborative, confident leader with a passion for the internal workings of organizational management and developing efficient, effective systems and processes that help staff succeed in their jobs.

This is an excellent opportunity for a leader with strong operational and people management skills, cross-cultural sensitivity, a commitment to global human and environmental rights, and a proven track record of implementing systems and processes to serve in the leadership of an organization with a global impact.

This position is based in Washington, DC. EarthRights staff is currently working a hybrid work schedule.

Duties and Responsibilities

Organizational Leadership

- Lead staff processes around the implementation of EarthRights' strategic plan, including integration and collaboration across offices, vision alignment, and collective goal setting;
- Oversee the development of annual work plans;
- Monitor the organization's financial, political, and security risks and advise the Executive Director, Senior Leadership Team, and Board of Directors on these risks;
- Ensure programs have adequate operational resources to function effectively, including operational policies, office space and equipment, information technology, and measures to protect staff's physical and cyber security;
- Ensure high-level decisions move forward when the Executive Director is out of the office;
- Manage the planning of the semiannual EarthRights' Board of Directors meeting and other EarthRights-wide meetings and processes.

Finance and Fundraising

- Oversee and implement all systems, strategies, and plans for financial accountability and solvency for the organization in collaboration with the Finance Director;

- Oversee the annual development plan and implementation with the Development Director to meet the annual budget;
- Direct the organization's annual budgeting process;
- Collaborate with the Finance Director to manage the financial accounts and budgeting information for EarthRights' operations;
- Collaborate with the Development Director and team to further fundraising efforts in the regions and internationally;
- Participate in meetings with funders and donors as needed to present the EarthRights mission, strategy, and programs, and maintain relationships with foundation staff and major donors;
- Review grant proposals and external materials; sign and approve grant agreements;
- Liaise with the Finance Committee of the Board of Directors;
- Ensure annual audit is completed on time and implement management recommendations, as appropriate;
- Ensure organizational policies and systems adhere to donor requirements and standards.

Outreach and Advocacy

- Represent EarthRights in public forums, conferences, and external meetings and maintain relationships with foundation staff and individual donors;
- Support community outreach, networking, and consultation initiatives with the NGO community and other organizations in networks and coalitions.

Management

- Supervise key senior staff, including the Senior Human Resources Manager, Development Director, Finance Director, and Senior Manager of Monitoring, Evaluation & Learning;
- Coordinate and facilitate regular teleconference meetings of the Senior Leadership Team and facilitate at least one annual in-person meeting of this committee;
- Ensure that Program Directors have the necessary management skills, training, and resources to lead their programs effectively;
- Conduct vision alignment processes with Program Directors and support them to do the same with their teams;
- With the Senior Manager of Monitoring, Evaluation & Learning, develop and support accessible, meaningful, and authentic monitoring and evaluations across all programs and regions.

Skills and Experience

Candidates should bring a passion for the internal workings of organizational management, strong attention to detail, a sense of humor, and a collaborative leadership style. Candidates should be thoughtful, confident leaders with high emotional intelligence and the ability to successfully work with spirited, committed colleagues.

- Experience in related, progressively responsible work, including organizational-level leadership;
- Experience with strategic planning and organizational development;
- Deep understanding of and commitment to racial and gender equality and implementing fair practices and culture;
- Proven track record in enhancing efficiencies, organizational growth, and transformation, and the ability to develop a high-performing and resilient workforce;

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- Experience overseeing human resources activities;
 - Track record of overseeing organizational financial activity and systems, including budgeting, forecasting, modeling, accounting, and reporting;
 - Ability to navigate complex compliance and risk management issues;
 - Excellent communication skills, both written and verbal, including across lines of difference;
 - Strong interpersonal skills with the ability to work with a variety of stakeholders and across cultures;
 - Demonstrated success in managing people and motivating teams through organizational change;
 - Ability to travel globally up to 20% of the time;
 - Understanding advocacy, movement building, community organizing, and/or experience in a global organization is preferred;
 - Experience with Monitoring, Evaluation & Learning systems design and development is a plus.

EarthRights International is an equal-opportunity employer that does not discriminate in its hiring practices and actively encourages people of color, women, people with disabilities, and LGBTQI+ people to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.