



## Executive Director

### Description

GNDR is searching for a successor to its founding Executive Director to lead its secretariat and global network. You will be working to reduce disaster risk around the world and increase community resilience. We are looking for a strategic leader and communicator with a commitment to the role of civil society in building disaster resilience and strengthening Disaster Risk Reduction at the grassroots level. This is an exciting opportunity to lead a growing network with a vital role to play in a world facing climate change and other geopolitical disruptions.

### About GNDR

The Global Network of Civil Society Organisations for Disaster Reduction (GNDR) was established in 2007 as a voluntary network of organisations who are committed to working together and engaging with partners and other stakeholders to increase societal resilience and reduce disaster risk around the world. The network has approximately 850 member organisations in over 145 countries.

The GNDR membership is supported by a small but effective international secretariat team operating through a global hub office in London and regional hub offices in Africa, Asia and Latin America. The GNDR Secretariat is legally constituted as a UK charity with the main responsibilities of facilitating the development, coordination and implementation of strategy; work plans and budgets (including membership services); and mobilisation of adequate resources to deliver GNDR's strategic objectives.

#### Vision:

A vibrant, active, collaborative civil society supporting people and their communities (particularly poor and vulnerable groups) to prepare for, mitigate, respond to and recover from extreme hazards, shocks and disturbances in a changing climate.

#### Strategic Objectives:

- increase the impact of civil society in influencing policies and practices at all levels;
- enhance the collaboration capabilities of civil society and cooperation with other stakeholders; and
- strengthen the creation, sharing and uptake of knowledge and practice

### About the Role

The Executive Director is responsible for the overall development, leadership and management of GNDR under the guidance and direction of the Global Board who function as the executive decision-making body mandated to act on behalf of the broader membership. The Executive Director serves as the head of GNDR International Secretariat, which includes the global hub office in London and regional hub offices in Africa, Asia and Latin America.

### Duties and Responsibilities

#### 1. Strategic Leadership and Planning

- In close consultation with the Global Board and wider membership, lead an inclusive process to define, develop, outwork and review GNDR's vision, mission and strategy.
- Lead and support the Board and Secretariat team in the development of annualised work plans and budgets to support the implementation of the adopted strategy.

## 2. Corporate Governance

- Provide ongoing support to GNDR's global governance arrangements; including ensuring an effective regionally-representative Global Board / Trustees and associated regional advisory groups.
- Maintain regular formal and informal communications with the Global Board / Trustees, ensuring the timely preparation and presentation of progress reports, briefing and conference calls, face-to-face meetings and other activities.

## 3. Organisational Development and Secretariat Management

- Lead the on-going development, day-to-day management and support to an expanding GNDR Secretariat team and associated consultants, advisers, volunteers and service providers to ensure a high performing and motivated Secretariat team, at times during periods of intense operational activities and rapid organisational change.
- Oversee the timely recruitment, induction, management, training and development of regional and UK-based Secretariat staff, including ensuring regular performance reviews and personal development plans.
- Oversee the establishment, implementation and continuous enhancement of organisational infrastructure and office facilities, ICT infrastructure and website.
- Oversee the development and enhancement of internal administration, finance and management policies and procedures, including communications, logistics and human resources policies and practices.
- Oversee the growth, development and management of GNDR's membership, including provision of appropriate membership support services including membership directory, registration and subscription processes as appropriate.

## 4. Programme Development and Implementation

- Oversight of the development and delivery of high quality programmes, projects and events coordinated and implemented by the GNDR secretariat and/or wider membership in support of GNDR's strategic objectives.
- Support Secretariat staff in the development and coordination of key advocacy and campaign activities to influence policy discourse and raise critical awareness and engagement.

## 5. Resource Mobilisation and Management

- Identify, develop and maintain successful relationships with key donors, clients and partners, including commercial awareness of future funding opportunities.
- Oversee the development of GNDR funding strategy to ensure adequate, timely and sustainable resources to implement strategic objectives.
- Support the preparation and submission of high quality funding proposals to government donors and charitable trusts / foundations.
- Oversee budget management and oversight of all financial aspects of GNDR operations, working closely with finance and secretariat staff, ensuring compliance with donor / partner contractual obligations and timely and high quality periodic reports to the Global Board.

## 6. Representation and Communications

- Represent GNDR and actively network at a senior level amongst relevant stakeholders including local and national governments, intergovernmental agencies, institutional donors, private sector, civil society, academia, media and interested public.
- Participate in expert panels and serve on relevant governance and risk / resilience advisory groups e.g. World Bank; UN; OECD; Concord / Voice / Bond.
- Ensure regular formal and informal communications, briefings and updates to keep GNDR members, board, partners and supporters informed of progress, needs and priorities, successes and challenges.
- Ensure internal and external reporting requirements are carried out in a timely manner and are of a high quality and compliant with GNDR branding.

## 7. Strategic Partnerships and Alliances

- Develop relationships with other civil society networks and cross-disciplinary organisations and associations in increase coherence and collaboration across traditional boundaries to strengthen resilience and reduce risk.
- Identify and develop strategic relationships and joint actions with relevant state and non-state partners including local authorities' networks, UN agencies, development banks, academia and research institutions, media, etc.

## 8. Knowledge Management / Organisational Learning

- Support the development of a monitoring and evaluation framework to measure the effectiveness of GNDR's work and progress towards strategic objectives and to ensure the GNDR network is a learning organisation.
- Encourage and support the development of case studies, reports and other learning materials with the wider GNDR membership.

## Skills and Experience

- Substantial experience and knowledge of international aid and development at a senior management and leadership level, both at headquarters and country-based positions.
- Familiar with current debates and policy / practice discourse on humanitarian action, disaster risk management, resilience, climate change adaptation and sustainable development.
- Well-developed understanding of Sendai Framework for DRR and other Agenda 2030 frameworks, including SDG/ WHS / Climate Change
- Experience of developing and implementing organisational strategy, operational plans and annual budgets.
- Experience of managing country programmes in multiple locations with a flexible and pragmatic approach to managing and prioritising a high workload and multiple tasks within tight deadlines.
- Understanding of corporate governance issues and working with a board of governors and trustees.
- Experience of leading and managing civil society consortia and networks.
- Strong track record of successfully managing multi-disciplinary teams during periods of rapid organisational change or growth.
- Experience in the design, management and implementation of projects including financial planning and preparation of funding proposals and budgets.
- Experience of securing financial and political support from bi-lateral and multi-lateral donors and strategic partners.
- Record of securing multi-million grants and the ability to maintain effective relationships with donors, national governments, development bank and UN agencies.

## Abilities

- An innovative and strategic thinker and planner who can guide the future vision and strategy of GNDR within the international resilience / sustainable development arena.
- An influencer and critical analyst with the ability to negotiate and advocate on issues of international public policy.
- An entrepreneurial manager who can identify strategic opportunities and develop creative solutions in different contexts.
- Excellent programme management skills, including the ability to plan and prioritise multiple projects under tight timelines and resource constraints.
- Strong organisational development and management skills including the ability to manage change and rapid growth.
- Strong team building and people management skills, including remote management of multi-cultural teams.
- An ability to develop and maintain successful relationships with governments, donors, partners and foster effective collaboration and cooperation.
- Diplomacy and gravitas to engage and influence effectively with senior level government officials and heads of UN agencies and international organisations.
- A facilitative approach to decision-making and the ability to lead and inspire a small, dynamic and high performing Secretariat team, including distance management skills.
- Ability to work collaboratively with diverse coalitions and alliances, as well as independently.
- Excellent communications, representation and presentation skills with fluent written and spoken skills, complemented by proficiency in other international languages.

## Additional

- Fluent in written and spoken English. Fluency in other languages, preferably French or Spanish, is desirable.
- Able to travel overseas, at short notice if required, including to insecure and remote environments.

## Meta Fields