

December 2020

URBAN REFUGEES is recruiting a
Head of Development / Managing Director

Based in France, working from home with potential traveling (esp. to Marseille & Kampala)

Available ASAP

Long-term French contract (CDI)

€35-45k gross per year depending on your profile

Organization

URBAN REFUGEES (UR) is a French NGO which mission is to support initiatives led by refugees in urban areas of low and middle-income countries: www.urban-refugees.org

Although these initiatives, implemented by self-help groups created and run by refugees, are often very effective, sustainable and inexpensive, they are not widely recognized nor meaningfully supported.

To remedy this situation, UR has set up:

- A capacity building program in urban areas: Urban Refugees Incubation Program (URIP) through which we provide technical (in the form of training) and financial support to refugee self-help groups;
- an advocacy strategy to recognize these groups as key actors in humanitarian response; and
- an information-sharing program to improve support to refugee populations in cities.

During the last two years, UR has grown and improved the output of its processes and operations. To maintain and increase this level of activity, there is a strong need for fundraising, management and coordination between all stakeholders (operational teams, French board, US board, volunteers ; in different countries and timezones...). This role as to act the organization's leader and main fundraiser.

The URIP program is now operated by a team of 4 in Kampala, Uganda after a successful pilot program in Malaysia. The advocacy & communication team (2 persons) is based in Marseille, France. The association's founder, Ashoka fellow Sonia Ben Ali, is remaining as non-exective board chair. From here, UR is currently entering a scaling phase through a strategy of dissemination of its methodology and programs.

Job Description

In close collaboration with the team and stakeholders, the **Head of Development / Managing Director** will :

- fundraise and develop
- manage and coordinate

1/ Business Development for growth and durability

- Improve and implement UR funding strategy and roadmap made of fundraising and consulting services
- Manage key relationships, with a focus on building partnerships with iNGOs for fundraising-related activities towards institutional donors and foundations
- Develop an action plan on individual donors and corporate fundraising in close collaboration with UR board to secure flexible funding
- Represent the organization at major events and platforms

2/ Remotely managing a multi-cultural and multi-expertise team & coordinating stakeholders

- Drive the team's activity
- Set up management processes and tools (monitoring points, evaluations, etc.)
- Give a critical opinion on the actions implemented
- Take structuring decisions
- Provide managerial support to team members
- Report to the board
- Be able to go to the right person depending on the expertise needed, to leverage the resources at hand (both board, volunteers, network...)

Your profile

Required

- You **care** about refugee and displaced people
- You speak both **French and English** fluently (reading/writing/speaking)
- You have been involved in an NGO or other **associative project**
- You have excellent **relational skills**, you know how to be persuasive
- You have great and demonstrated **leadership skills**
- You are great at **managing a project**
- You are well **organized** and structured
- You are **autonomous**, you can work with minimum or no supervision
- You already had an experience in **management**
- You are adaptable, efficient and you **learn fast**, you work well under pressure
- You enjoy working with a **wide variety** of actors and tasks
- You definitely like **challenges!**

Highly appreciated

- You have worked in the refugee protection field and know of the refugee-response
- You are familiar with the humanitarian sector and can rely on your network
- You are familiar with the East African Refugee context

- You are driven by the desire to bring about systemic, democratic and inclusive change
- You are convinced that people concerned by an issue are best in capacity to find and implement solutions
- You are not afraid to use business tools to serve a non-profit purpose
- You share UR's values : dedication, benevolence, efficiency, trust

How to Apply

Please send your application to admin@urban-refugees.org with the subject line: Job Application + your name:

- 1-page resume
- 1 page cover letter including your salary expectations

If your application is selected, you'll be invited to take a written test followed by an online interview.

The deadline for application is 13/01/2020. Applications are considered upon receipt and we reserve the right to close the recruitment process at any time.