INTERNATIONAL BRIDGES TO JUSTICE

# **Role: Deputy Director (based in Geneva, Switzerland)**

International Bridges to Justice (IBJ) is a not-for-profit non-governmental organization dedicated to supporting the development of fair criminal justice systems in developing countries, with the ultimate objective of ensuring the basic legal rights of ordinary citizens in developing countries. IBJ seeks a results oriented and effective leader able to work with the President and CEO and senior staff to implement the organization’s vision. This individual must be able to develop and maintain the organizational structure while leading the organization’s expansion. The Deputy Director will work out of the organization headquarters located in Geneva, Switzerland.

The Deputy Director reports directly to the President and CEO of IBJ and will assist the CEO to develop and oversee the growth and efficiency of the organisation. The Deputy Director will oversee broad operations and supervise the directors leading different aspects of IBJ’s work: international programming, finance and accounting, compliance / administration, communications and development. The Deputy Director will be responsible for carrying out IBJ’s strategies and supporting the CEO with other duties, as required. The Deputy Director will also have the following responsibilities:

* Working closely with the CEO to implement the vision and mission of the organization;
* Working with the CEO to support strategic and lead operational planning processes and set organizational priorities;
* Working with CEO and other Directors, overseeing and coordinating the work of all international offices of IBJ consistent with the organization’s mission;
* Managing expansion of the organization, including new projects and initiatives;
* Developing new networks of supporters (legal and non-legal) and coordinating them to facilitate the organization’s outreach and impact;
* Developing and managing organizational and operational systems and processes;
* Supervising IBJ staff, volunteers, and interns in the Geneva office;
* Overseeing program and organizational budgeting, financial planning, and accountability and compliance with grant agreements;
* Supervising the Finance Director throughout the audit process, payroll, benefits, insurance and administrative and project accounting, as well as the production of IBJ’s financial statements, narrative and financial reports to donors, financial reports to the Finance Committee of IBJ’s Board of Directors, and tax returns;
* Overseeing all fundraising and development efforts, including the drafting of grant proposals to potential funders, the solicitation of individual contributions, and the planning and execution of fundraising events;
* Managing human resource systems, including the recruitment of staff, volunteers, and interns to work in IBJ’s offices worldwide, oversight of the process of obtaining work permits in Geneva, and management of IBJ’s performance review process; and
* Managing outreach and communication channels.

**Qualifications and Competencies:**

**Required:**

* Exceptional written communication skills in English;
* Graduate Degree (in particular: JD, MBA or MPA)
* Demonstrated leadership, management, and organizational competency;
* Demonstrated success in operations and project management;
* Experience in supervising a diverse group of professionals in multiple disciplines, and working in a multicultural environment;
* A high level of responsibility and accountability;
* Integrity, professional discretion, and an ability to handle confidential matters;
* Experience in operational growth and development of an organization;
* Strong planning, time-management and delegation skills;
* Entrepreneurial creativity and flexibility in meeting challenges;
* Unwavering commitment to the protection of the rights of the accused.

**Strongly Desired:**

* Experience in organisational design and development;
* Strong interpersonal skills;
* Optimistic and hopeful personality with pragmatic can-do attitude, with the ability to promote a healthy, diverse and inclusive work culture – including staff development and motivation.

Salary will be commensurate with experience, subject to a non-profit organization range.

To apply, submit statement of interest, curriculum vitae (including references), via email to: opportunities@ibj.org (please type “Deputy Director Position” in the subject line to make sure your application is filed correctly).