JOB DESCRIPTION

Position title: Director of Governance and Confederation Development, CARE International Secretariat
Supervisor: Secretary General
Direct reports: Head of Organizational Development, Head of Governance and Policy, Senior Fundraising Manager
Location: Flexible, hosted in any country where CARE has a registered office
Post: Full time
Travel Requirements: Approx. 20% travel

BACKGROUND

CARE International (CI) is a global confederation of 21 independent organizations working together, in 100 countries around the world, to fight poverty, respond to humanitarian emergencies and advocate for policy change to improve the lives of the poorest and most vulnerable communities, reaching more than 122 million people.

At the core of the confederation is a small, globally distributed Secretariat, which provides coordination and support to its Members in the areas of governance, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CARE confederation at the United Nations and the European Union.

CI is governed by a representative Council, made up of delegates from its membership, and by an independent CI Supervisory Board which directly oversees the performance of the CI Secretariat. CI is registered in both Switzerland and in Belgium as an Association and regulated by respective Statutes in each country. The CI Council is supported by a Governance and Nominations Committee (GNC), a standing committee primarily responsible for overseeing governance principles, structures, processes and regulations including the Statutes. The CI Secretariat is responsible for convening and supporting global governance bodies.

CI’s 2030 vision articulates CARE’s desired impact in the next decade, the organization and ways of working necessary to advance that, and the resources required to do so. CARE has committed to diversify its membership, transform its ways of working to better leverage diverse contributions from internal and external actors, address power inequalities, strengthen mutual accountability and impact-focused alignment, and enhance governance at global and governance levels. The opportunity now is to build on the learning from and progress made in the past few years to collaborate in new ways to accelerate change in the coming years.

POSITION SUMMARY

This position is an important leadership role in the CI Secretariat and in the overall CI confederation. Working closely with the Secretary General and other members of the CI Secretariat Executive Management Team, the Director of Governance and Confederation Development is responsible for supporting 2030-aligned evolution and development of the CI confederation, and helping to convene confederation-wide governance and leadership bodies to facilitate joint global decision making, accountability, alignment and risk management. The purpose of his/her work is to facilitate the CI confederation’s transformation into a more diverse, equitable, legitimate, relevant, effective and agile network.

The post holder will convene and serve the Governance & Nominations Committee, Organizational Development & Accountability Senior Leadership Team (SLT), Fundraising & Mobilization SLT and other relevant leadership teams and working groups, and assist the Secretary General to convene and serve the Council, Supervisory Board and National Directors Committee.
The post holder will have a strong capacity for understanding and navigating complex systems, and identifying linkages, gaps and opportunities within them. It requires high impact communication capacity, strong facilitation skills, excellent relationship and trust building competencies, and an ability to design and put in place collaborative processes with multiple stakeholders to bring about change.

S/he is expected to be deeply principled, acting as an advocate and behavioral change agent to drive momentum for CARE’s organizational development aspirations towards 2030. S/he will demonstrate deep commitment to CARE’s mission, vision and focus on equality and overall impact aspirations.

**MAIN RESPONSIBILITIES**

Specifically, but not limited to, the responsibilities are the following:

1. **CARE International’s Governance and Membership**
   - Support the Secretary General and CI Chairperson in ensuring that the CI Council, CI Supervisory Board and its committees meet their governance and fiduciary obligations and work effectively, and that CI is complying with its legal and statutory requirements.
   - Support the Secretary General to convene and support the National Directors Committee to advance joint global priorities, approve CI-wide policies and input into global governance decisions.
   - Work with the Secretary General and CI Chairperson to support all aspects (including agenda setting, content, meeting preparation, documentation of outcomes and follow-up of work programs) of CI’s governance bodies, and their committees, and the NDC.
   - Oversee the implementation of recommendations, made by the Governance and Nominations Committee based on the 2020 Governance Review, approved by the CI Council in June 2020.
   - Support the CI Chairperson in the monitoring of the performance of CI’s governance, and in identifying ways by which it can be further improved and adapted as the organization evolves.
   - Help orient new CI Members, Candidates and Affiliates and their Boards to CARE’s global governance practice, Confederation structure, and rights and obligations stemming from the CI Code, and support their engagement with the NDC and other working groups.
   - Ensure governance advice, tools and guidelines are provided across the Confederation to enable and encourage good governance at global and national levels.

2. **CARE International’s Organizational Policies and Accountability**
   - Ensure that the CI Code (the guiding document that defines what CARE is, what binds the CARE confederation and how different parts of CI work together) is disseminated to CI Members, kept up to date, understood by CI Members, and improved as needed.
   - Assist the Secretary General in mediating any conflicts or disputes related to the CI Code that may arise within CI.
   - Oversee the Safeguarding Coordination work taking place at a Confederation-wide level, helping to disseminate global safeguarding policy and guidance, supporting member capacity for safeguarding, and ensuring that CARE’s safeguarding commitments and obligations are met.
   - Work with key staff to support Member accountability in relation to global policies and facilitate mutual accountability and impact-focused alignment among Members (as recommended by the GNC and approved by the CI Council in June 2020).
   - Oversee the policy governance framework for the CI Code and other global policy, including processes for the development, review and update of global policies in ongoing cycle.
   - Lead efforts which aim to strengthen CI’s accountability and transparency.
3. CI Confederation Development

- Oversee efforts to develop and operationalize clear membership criteria, and continuously develop the overall Membership model.
- Support the 2030 Vision’s aim to advance CARE’s aspiration to create a more diverse network, including exploring new presence opportunities, new potential members and affiliations (including external organizations) and other new forms of collaboration.
- Oversee the submission of applications to the Supervisory Board for potential Candidates to become Members or Affiliates.
- Identify and create opportunities to further accelerate/strengthen the role and voice of leaders in the Global South and leverage their collective capacity and influencing potential, while helping to engage the entire Confederation in supporting and fully delivering on the potential of diversification in terms of impact.
- Provide practical support to new Members, Candidates and Affiliates to effectively integrate into and engage actively in the CARE confederation.
- Oversee the accompaniment and investment provided to new Candidates, and the monitoring, assessments and ongoing learning from their journeys.
- Chair the Organizational Development and Accountability Strategic Leadership Team.

4. CI Secretariat support of coordination of fundraising

- Support the coordination of fundraising teams across CARE.
- Provide support to new CARE Members, Affiliates and Candidates in building sustainable fundraising. Ensure the best practice program for private fundraising channels, techniques and innovation is delivered and supported by knowledge management for private fundraising via a CARE Shares hub.
- Inform the CI Board, NDC and EMT on comparative global fundraising performance.
- Maintain an overview of market knowledge and trends including benchmarking with other INGOs, analyzing CARE’s relative market share, and monitoring legislative/regulatory trends.
- Ensure CARE’s global guidelines for private sector engagement and due diligence process are disseminated to Members and kept up to date.

5. CI Secretariat leadership and management

- Serve as a member of the Executive Management Team (EMT), which guides the strategic operations of the CI Secretariat.
- Support the Secretary General for annual planning of the CI Secretariat and reporting on progress.
- Support the Secretary General on the implementation of CARE 2030.
- Oversee the budgets for Governance, Confederation Development and Private Fundraising.

Representation and participation in internal and relevant external fora is a part of this role, with an anticipated travel of c. 20%.

TEAM: The Director of Governance and Confederation Development directly reports to the Secretary General and is a member of the CI Secretariat Executive Team. S/he leads the Governance and Confederation Development team, which includes the Head of Organizational Development, the Head of Governance and Policy, the Senior Fundraising Manager, the global Safeguarding Coordinator, the OD Knowledge Management and Learning Coordinator, and pooled administrative support. The position regularly sources and manages consultants to deliver additional capacity.
The position also Chairs the Organizational Development and Accountability Strategic Leadership Team, a leadership body of 10 senior staff from across the organization with dedicated time to support the advancement of CARE’s future development and diversification.

**KEY WORKING RELATIONSHIPS:**

- **Within the Secretariat:** Secretary General, Governance and Confederation Development Team, CI Executive Management Team.

- **CI Governance Bodies:** With the Secretary General, works closely with CI Chairperson, CI Supervisory Board members, CI Council members and the Governance and Nominations Committee.

- **Across CARE:** National Directors Committee (21 CEOs of CI Members) and their senior teams; CI Organizational Development and Accountability Strategic Leadership Team, CI Fundraising and Mobilization Strategic Leadership Team, and relevant CI Working Groups; CEOs/Country Directors and senior teams of new Members, Affiliates and Candidates for membership.

- **External:** Represent CARE at external forums and meetings as relevant; senior governance, strategy and private fundraising staff of international NGOs; engage with external organizations interested in becoming Affiliates or Members.

**QUALIFICATIONS & EXPERIENCE:**

- **Education:** Post graduate degree in international development, international business or economics, organizational development/science, or equivalent qualifications and experience.

- **Work Experience:**
  - At least 10 years of relevant work experience or equivalent in governance, organizational development, with demonstrated understanding of complex multinational organizations and multicultural environments.
  - Experience with resource mobilization strategies in diverse contexts.
  - Experience in international development and humanitarian contexts and in confederated organizations preferable.

- **Language:** Fluency in English required, second major working language (French, Spanish, Arabic) highly desirable.

The successful candidate should be able to demonstrate the following skills, attributes and experience:

- **Leadership and management:** Experience leading and leveraging diverse, geographically distributed teams and guiding their successful contribution to overall strategy and performance. Regarded as an excellent manager, with coaching, staff development and performance management skills.

- **Governance:** A clear understanding of, and direct experience working with governance bodies, especially in federated or confederated organizations. Proven ability to provide strategic support and insight to Boards and Board committees in order to enable effective governance, oversight and accountability.

- **Policy and accountability:** Experience in consulting a wide variety of stakeholders to build collaborative policies and organizational commitment, processes and systems to ensure coherence with organizational vision and objectives. Understanding of organizational performance and accountability in complex multinational confederated/networked models.

- **Diplomacy and political acumen:** Diplomacy and negotiating skills and ability to build relationships at all levels. Insight into political and power dynamics and ways to champion and leverage change.
• **Influencing** Ability to see the linkages among different parts of the organization, understand the big picture, see the types of changes required and influence how to make change happen. Ability to build collective trust and confidence among key players at all levels of the organization.

• **Planning and Coordination:** Outstanding planning and coordination skills, with ability to handle multiple activities concurrently, connect the dots across geographies and organizational functions, work under pressure, and meet tight deadlines. Efficient and action-oriented, delivering results.

• **Communications:** Excellent written and oral communication skills. Experience writing sharp, clear briefing documents and developing and delivering presentations. Proven ability to work with high-level members of boards and a diversity of stakeholders.

• **Convening, facilitating and collaborating:** Excellent multi-stakeholder collaboration and coordination skills. Agenda design and facilitation skills, engaging and building capacity of diverse individuals and groups. Experience coordinating virtual teams, working groups, communities of practice, and networks.

• **Interpersonal skills and work-style:** High degree of self-awareness and emotional intelligence. Ability to work across distributed offices and across different cultures and nationalities. Independent worker, self-motivated, proactive and solution-oriented. Demonstrates CARE core values and commitment to vision and mission.

CARE offers the chance to work with a great team and make a difference to the world. CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant’s employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

**How to apply**

Interested and qualified candidates should submit their CVs and a brief covering letter of interest in English to cirecruitment@careinternational.org by July 24th, 2020. Only short-listed candidates will be contacted.


*CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.*