

Project Development Manager

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| JOB TITLE | Project Development Manager |
| LOCATION | Brussels |
| ORGANIZATIONAL UNIT | Project Development |
| TYPE OF CONTRACT | Full Time – Regular |
| STARTING DATE | 01/06/2024 |
| CLOSING DATE FOR APPLICATIONS | 20/03/2024 |

ABOUT ICMC

The International Catholic Migration Commission (ICMC) is an international non-governmental organization, with the mission to protect and serve uprooted people, including refugees, asylum seekers, internally displaced people, victims of human trafficking, and migrants - regardless of faith, race, ethnicity, or nationality. In collaboration with governmental and non-governmental partners, and through a worldwide network of Catholic Church-related members, ICMC implements and advocates for right-based policies and sustainable solutions to address global migration challenges. ICMC's operations are aimed to respond to the needs of vulnerable individuals and communities, and focus on protection, humanitarian assistance, resettlement, migration, and development. ICMC headquarters are in Geneva with field, liaison, and other operational/programmatic office located in Brussels, Rome, Turkey, Lebanon, Malaysia, Boston, and Washington, DC.

JOB PURPOSE

This ICMC post is responsible for developing and expanding programmatic activity strategically to enable ICMC to implement its global mandate.

The post holder will be part of an international team at the ICMC and will be based in Brussels at the same location of the ICMC Europe office¹. The post holder will take overall strategic and budgetary direction from the Chief Operating Officer, both of whom will work in close collaboration with the Secretary General and the

¹ In 2012, ICMC Europe established the Share Network which is a transnational network focusing on connecting and engaging with local European actors and communities interested in or working in the area of refugee and migrant inclusion, refugee resettlement, complementary pathways of admission, community sponsorship, and relocation. ICMC Europe collaborates and supports regions, cities, towns, and rural communities interested in welcoming refugees and migrants. It engages with a wide range of stakeholders at the European, national and local level, including refugees and migrants and their associations, to advocate for the development of safe pathways and welcoming communities, coordinate best practice exchange, conduct research and amplify the voices of local actors and communities. Information about other ICMC offices can be found on its website: <https://www.icmc.net/who-we-are/>

Chief Financial Officer. The post holder person will work in a collegial and highly dynamic manner serving as ICMC's lead in developing new projects with duties spanning three key areas:

- (1) Plan and Develop ICMC's Global Strategic Programmatic Footprint
- (2) Develop and Maintain Institutional Partner and Donor Relationships (this will require close consultation with colleagues in ICMC Europe, ICMC Washington Liaison Office, and ICMC, Inc (located in Boston and responsible for private donor fund-raising)
- (3) Engage in project development relationships with ICMC national Member Episcopal Conferences and other key Catholic-inspired, faith-based, and civil society partners (this will require close consultation with ICMC's Coordinator for Member Relations).

RESPONSIBILITIES

Growing ICMC's Strategic Footprint:

- Lead the programme development process for ICMC in line with the organisation's strategic goals outlined by the Secretary General and approved by ICMC's Council and Governing Committee.
- Develop and implement a strategic programmatic growth plan, as outlined in ICMC's Strategic Framework and capitalising on ICMC's strong existing expertise and new areas of need for refugee and migrant responses, as identified by ICMC's traditional institutional donors/contracting partners and its national member Episcopal Conferences.
- Identify and establish key resources and infrastructure needed to maintain, expand, and develop projects, where strategically important.
- Take responsibility for designing and budgeting new programmes, with the support of key colleagues, across ICMC direct programmatic activities and in partnership with ICMC's national Member Episcopal Conferences.
- Facilitate successful handover of new projects to the programme management team, under the supervision of the Chief Operating Officer once activities have started and full funding has been secured.
- Identify funding and build strategic relationships with institutional and philanthropic donors in close collaboration with relevant ICMC staff at Headquarters and in other relevant ICMC field, liaison, and programmatic offices.

Develop and Maintain Partner and Donor Relationships

- Work collaboratively with the Secretary General, the Chief Operating Officer, and the Chief Financial Officer, in developing and maintaining key donor relationships.
- Develop successful concepts and pitches (in conformity with ICMC's mission and mandate) to attract donor interest for new funding opportunities.

- Cultivate relationships with new and existing donors in support of new project developments to ensure feasibility of new projects.
- Develop relationships with key existing ICMC implementing partners.
- Develop and grow a network of potential new partners that share ICMC's commitment and values and who could be partners for the future.

Develop and Maintain Project Relationships with ICMC Members:

Develop and expand relationships with ICMC's Members in collaboration with the Coordinator of Member Relations.

- Work with ICMC Members in new project development seeking suitable funding for implementing programmes with Members.
- Coordinate the proposal development and review process with input from programmatic focal points.
- Introduce Members to Key Strategic Partners, including donors, to build long term relationships at field level.

REQUIREMENTS

1. Proven track record of project development in a humanitarian and/or non-profit organisation or experience with a corporate entity in business development.
2. At least 10 years of relevant professional experience required.
3. Experienced communicator with a range of stakeholders including a proven record in building strategic relationships and working in dynamic and diverse teams.
4. Strong understanding of the European funding landscape both Institutional and philanthropic.
5. Proven experience working with and developing proposals with European donors required, with preference for ECHO and European Commission funding as well as with multi-lateral and governmental funders.
6. Demonstrated proficiency with European and other multi-lateral and other governmental grants, public/private donors and budget management with the ability to track donor trends that contribute to programme development outcomes.
7. Comfortable in the full cycle of proposal development – from inception to donor submission.
8. Strong financial acumen and ability to assess projects.
9. Familiarity with the humanitarian landscape and migrant and refugee field issues is strongly preferred.
10. Spoken and written fluency in English languages, with ability to speak at least one or both additional ICMC official languages: French and Spanish.
11. Understanding of, and commitment to, the mission of ICMC
12. Basic understanding of, and respect for, the Catholic Church-related values and principles underlying ICMC's humanitarian and advocacy activities.

13. Conduct work with the highest level of personal and professional integrity. Must comply with and actively promote ICMC's zero tolerance policy with regard to sexual exploitation and abuse, harassment, abuse of power, fraud and corruption in all of its activities and responsibilities.

HOW TO APPLY

Interested candidates should submit a detailed CV of maximum four pages in English, a motivation letter and two professional references with full and up-to-date contact details via email, to: admin-hr@icmc.net

The Job Title and the applicant's full name must be quoted in the email subject line.

Referees may be contacted prior to the interviewing stage.

The closing date for receipt of applications is 20/03/2024.

Applications will be evaluated upon reception and interviews with shortlisted candidates may be conducted before the closing date. Referees may be contacted prior to the interviewing stage.

Owing to the volume of applications, ICMC regrets that only applicants short-listed for an interview will be notified.

Please note that applications received after the deadline will not be accepted.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuses and all forms of unlawful harassment, including but not limited to sexual harassment. Screening of applications includes the vetting for records of prior misconduct and reference checking. ICMC may take other necessary measures to ensure that people involved in substantiated cases of sexual exploitation, abuse and harassment will not be recruited.

ICMC is committed to equal employment opportunities for all applicants. ICMC does not discriminate on the basis of race, gender, color, national origin, religion, physical or mental ability, marital status and age.

DATA PROTECTION

By submitting an application, you agree that ICMC collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.