

ACCOUNTABLE NOW

APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR



INTROUCTION & HISTORY

[Accountable Now](#) is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders, but most importantly to the people they work for and with. Our members are internationally operating CSOs like Amnesty, CIVICUS, Greenpeace, Oxfam, Plan, Restless Development and Transparency International, who help us drive our agenda, develop and implement cutting edge cross-sector practices that seek to strengthen CSOs' relationships with communities, partners, activists, staff and donors with the main purpose of increasing their impact.

Accountable Now was founded in 2008 under the name International NGO Charter of Accountability by 10 leading CSOs, including development, humanitarian, environmental, rights-based and advocacy organisations. As membership and global collaboration increase, our collective voice has strengthened. Today, we have 26 member organisations which are active in more than 150 countries and impact stakeholders all over the world.

Annually, our Independent Review Panel assesses reports by all members. In addition, member organisations form a vibrant community of practice, supporting our strong voice for a more accountable enabling environment for civil society globally. The Secretariat of Accountable Now is a UK registered company with charitable status and it is also a gUG non-profit company registered in Germany and based in Berlin.



KEY TASKS & RESPONSIBILITIES:

The Interim Executive Director will be tasked with:

- Supporting the Accountable Now Board to strategize and be in line with the Beyond 2018 Strategy
- Leading, managing and inspiring a small, high performing team ensuring the professional management of Accountable Now's day to day operations
- Providing support to the Global Standard for CSO Accountability Secretariat (currently hosted by Accountable Now) by participating in the Assembly and the Executive Committee (ExCo)
- Developing cutting edge thought leadership and accountability programmes and nurturing relationships with potential funding partners to finance these initiatives
- Providing support to the Membership and Reporting Programme Manager in managing and overseeing relationships with existing members
- Fostering and managing relations with other accountability networks and foster relationships with potential members and accountability networks
- Representing Accountable Now at relevant conferences or other fora to increase its visibility and also to position it as a leader on dynamic accountability
- Liaising with other CSO accountability initiatives like Core Humanitarian Standard or International Aid Transparency Initiative to keep informed about the latest developments, seeking alignment wherever possible;
- Overseeing the delivery and professional conduct of Accountable Now and Global Standard Board meetings, AGM, workshops, webinars and independent Independent Review Panel sessions.
- Managing the organisation's finances and fundraising activities



YOU WILL HAVE:

- Experience working at a senior level within International CSOs or local CSOs
- Proven ability to build relationships of influence with multi-stakeholder groups
- Experience of leading, managing and inspiring small teams of highly capable people
- Experience working in member-based organisations or networks (desirable).
- Experience in fundraising and in establishing strong and fruitful relationships with donors
- Strong strategic thinking to identify opportunities to advance the organisation's 3 year strategy
- Strong communication skills capable of writing powerfully and simply
- Comfortable working in a small office context with limited resources and support
- Passion for, confidence and knowledge in accountability as a means of bringing excellence and legitimacy to the CSO community.

REPORTING LINES:

With regard to financial performance, membership development and achievements against strategic objectives as set by the Accountable Now Board, the Interim Executive Director reports to the Accountable Now Board under direction from the Board Chair. The Accountable Now Board convenes virtually on a quarterly basis and at least once a year on a physical basis

OUR OFFER:

Compensation: 60,000 to 71,000 euros (depending on experience)

Term: 100% FTE, 1 year contract, Maternity cover (3 months probation period)

Reports to: Accountable Now Board Chair

Holidays: 30 holidays p.a.

Starting date: 1 October 2020

- A thorough insight into the world's leading CSOs and the opportunity to improve their accountability and impact
- Cooperation with accountability networks from all parts of the world to advance a globally shared and aligned accountability practice
- The opportunity to be part of a young, international, dynamic and ambitious organisation with capable and energetic colleagues supporting the world's CSOs, large and small.

Terms and Conditions

The role is full time and will preferably be based out of Berlin, Germany. The salary will be dependent on the competencies and experience of the successful candidate.

The Interim Executive Director will likely be required to travel overseas four to six weeks per year and therefore must have a valid passport and be able to travel without restrictions.

To apply:

Candidates should send an updated resume and a cover letter to support your application to rmlopez@accountable-now.org. Applications will be reviewed on a rolling basis. Because of the volume of applications, we will not be able to respond to every applicant. We thank applicants in advance for their expressions of interest.

EQUAL OPPORTUNITY AND OUR VALUES

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor that cannot be shown to be relevant to performance. Accountable Now and its staff operate in line with the following organisational values:

Openness: We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.

Horizontality: We practice a culture of horizontal hierarchies and responsive decision making internally and externally.

Respect: We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.

Self-critical: We have an open culture of discussing failures and improving our work through continuous learning.

Partnership: We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.

