



Job Description: Executive Director

Job Title	Executive Director
Based at	Preferably in Geneva, or in nearby locations with easy access to Geneva and a willingness to travel as required.
Reports to	Steering Committee of Stop Killer Robots
Job Purpose	Lead the overall strategic and operational management of Stop Killer Robots' staff, programs, and mission execution. Key aspects of the role include managing stakeholder relations, including the established campaign network, media, international organizations, and governments.
Staff managed	Staff, consultants, interns and volunteers as required.
Salary	We offer a competitive salary and benefits package based on location. The salary for this full-time position is commensurate with the role and the candidate's experience.
Contract period	One year fixed term with the possibility of extension. This is a full-time position.

About the organisation

The Stop Killer Robots campaign is an international coalition working to address the challenges posed by autonomy in weapons systems. Stop Killer Robots believes that people are too valuable to allow the automation of killing. Technology should be used to empower all people, not to reduce us. In a context of growing digital dehumanisation, we are a coalition of organisations working together to ensure meaningful human control in the use of force. Our campaign calls for new international law on autonomy in weapons systems to protect our shared humanity for the future.

Formed in October 2012 and publicly launched in 2013, we operate globally with 250+ member organisations. A united voice with national, regional and international effect. We are a vibrant, inclusive team driving change to protect our shared humanity for the future.

About the position

We are seeking an Executive Director for the Stop Killer Robots coalition. In this role, you will lead a global civil society campaign focused on driving change. You will be responsible for the overall strategic and operational management of Stop Killer Robots' staff, programs, and mission execution. Key aspects of the role include managing stakeholder relations, including the established campaign network, media, international organizations, and governments. This is an exciting time for the campaign, and your leadership will be crucial as we enter a dynamic and busy phase.

As Executive Director of Stop Killer Robots, you will directly report to the Steering Committee of Stop Killer Robots.

How to apply

Email a cover letter and your CV, including two (2) references, to: jobs@stopkillerrobots.org by **6 September 2024**. Please write 'Executive Director' in the subject line.

Job Objectives and Responsibilities

Your main deliverables will focus on:

1. Resource Development: Develop and implement a fundraising strategy that maintains adequate cash flow, expands revenue, and ensures the financial sustainability of the organization.

- Use external presence and relationships to identify new funding opportunities, foster donor relations, and develop prospects;
- Develop fundraising strategy and seek funding partnerships with like-minded organisations, formal groups, private companies, governments, foundations, and individuals;
- Develop and submit proposals to donors as required to fund the approved budget.

2. Representation and Public Relations: Ensure the campaign is well represented to achieve advocacy goals.

- As the primary spokesperson, be known and respected as the acknowledged outward face and 'go-to' person of Stop Killer Robots;
- Contribute to lobbying and networking activities as needed;
- Ensure diverse representation of both campaigns at international and regional levels by campaign members which highlight campaign expertise and passion from a range of perspectives: gender and regional balance, national campaigns, and fields of work;
- Communicate effectively to donors, governments, media, and the public Stop Killer Robots' policy positions, vision and objectives.

3. Resource Management: Oversee the organization's financial affairs, ensure efficient fiscal management, and assist the Steering Committee in meeting its legal and fiduciary responsibilities.

- Ensure development and approval for an annual budget that reflects the strategic plan, in collaboration with management staff and Steering Committee Finance Subcommittee;
- Ensure that Stop Killer Robots is within budget and compliant with all grant agreements;
- Oversee financial and narrative reporting on all grants in a timely way, according to donor guidelines and requirements;
- Ensure all necessary administrative and operational systems are in place to support effective operations.

4. Leadership and strategic planning: Develop and execute Stop Killer Robots strategies and supporting activities towards negotiations for a new legally binding instrument on autonomous weapons systems.

- Clearly define strategic objectives and their prioritization, provide direction to staff, and allocate resources and tasks;
- Monitor progress on strategic goals, annual plans, and budget, with periodic adjustments as necessary;
- Manage the production and dissemination of the campaign's public annual report.

5. Human Resources: Recruit, structure, inspire and lead an effective, diverse, motivated remote team, with a common vision and sense of purpose, clear goals and division of responsibility, transparency, accountability, and effective internal coordination and communication.

- Ensure productive and effective staff performance, managing the performance of management level staff to ensure growth and success;

- Oversee the staff team managers and provide support as needed so that team duties are delegated in a timely and effective manner including the development of work plans when needed;
- Ensure mentoring and guidance, clear communication, and coordination to support optimum team performance;
- Conduct annual performance reviews in close cooperation with the managers and the Steering Committee of Stop Killer Robots, and provide clear feedback for all staff based on their performance results;
- Maintain team spirit and morale, ensure cohesion among the staff, and provide growth opportunities.

6. Governance: Inform and consult the Stop Killer Robots Steering Committee to support governance.

- Ensure open and sufficient communication, including the production and dissemination of timely and adequate reporting to the Steering Committee, to make sure its members have the information needed to make informed decisions and contribute their expertise to the campaign;
- Exercise leadership and provide direction, consultation, and strategy development to the Steering Committee on key organizational issues such as policy development, finance and fundraising, public relations, advocacy, organization structure, staff development and utilization, mission, and values;
- Seek and receive Steering Committee guidance as necessary to ensure unity of purpose and mind between Steering Committee and campaign staff;
- Participate in Steering Committee and all sub-committee meetings as required;
- Finalize the incorporation of Stop Killer Robots as a Swiss non-profit;
- Ensure all legal requirements are fulfilled and all financial reporting is submitted in a timely fashion.

Qualifications

We are eager to hear from candidates who can perform the essential functions of this role, even if they do not meet all of our desired criteria - particularly if they are from backgrounds currently underrepresented in the NGO or disarmament sectors.

Personal specification

You have:

- University degree or equivalent in experience related to non-profit management, public relations, fundraising, advocacy, international relations, political science, sustainable development, or humanitarian aid;
- Excellent management skills, with experience of a minimum of five (5) years managing a team.
- Excellent fundraising record and skills;
- A minimum of five (5) years of experience in influencing policy (advocacy), ideally at the international level and/or in partnership with projects or actors in developing countries;
- A proven experience and understanding of the global issues related to disarmament, international humanitarian law, and technology;
- A sharp strategic and policy sense, and a good capacity for analysis and synthesis;
- Ability to work in a multicultural environment successfully and to demonstrate gender-responsive and non-discriminatory behaviour and attitudes;
- A strong commitment to diversity, equity and inclusion;
- Excellent ability to interact with people respectfully and with tact, interested in encouraging leadership in others and building their capacity according to their interests and strengths, creating a culture of appreciation for value of campaigns and team members;
- Good interpersonal, networking, and representation skills;
- A strong commitment to the team and collaborative work;
- An impeccable record for integrity and professional ethical standards is essential.

You are:

- Committed to Stop Killer Robots' values and the cause of prohibiting and regulating autonomous weapons systems;
- Appreciated for your excellent organization skills and methods;
- A skilled communicator with excellent oral and written communication skills in English; a good command of French, Spanish or other languages is desirable;
- Highly motivated by humanitarian work;
- A creative manager interested in working with multicultural team members located in multiple places;
- Positive, enthusiastic, and forward looking with an ability to adapt and manage stressful situations;
- Interested in the intersection between peace, security and technology;
- Willing to travel to different locations and cooperate with a wide network around the world.

Having a diverse staff team enables us to understand and meet the needs of people from diverse perspectives, and creates an atmosphere that supports positive relationships and communications. We are eager to hear from candidates who can perform the essential functions of this role. All qualified persons are encouraged to apply regardless of race, colour, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, marital or domestic partner status, or religious affiliation.