



## **JOB ANNOUNCEMENT**

### **Program Director - Strategic Engagement, Advocacy Campaigns, and Public Relations**

Location: Mexico City, Mexico  
Type: Full time, middle management position  
Reports to: Executive Director  
Starting date: Immediately  
Compensation: 32,500 - 37,500 MXP starting salary with benefits, per qualifications

#### **Organization**

The Project on Organizing, Development, Education, and Research (PODER)<sup>®</sup> ([www.projectpoder.org](http://www.projectpoder.org)) is a non-governmental, non-profit regional organization founded in 2010 whose mission is to improve corporate transparency and accountability in Latin America from a human rights perspective and to strengthen civil society actors affected by corporate practices as long term accountability guarantors. The main problem PODER addresses is state capture, whereby an economic and political elite controls public decision-making and effectively limits the realization of sustainable capitalism and democracy for the rest of society. PODER believes that existing mechanisms fail to hold elites accountable and, therefore, it is in the hands of citizens, communities, and civil society organizations to pressure corporate and government actors so as to right the imbalance of power. The main strategies PODER utilizes to accomplish its mission are strategic research, community organizing, advocacy, and the development of transparency technologies. PODER believes that in order to achieve greater corporate transparency and accountability in Latin America it is necessary to catalyze a regional citizen-led movement.

#### **Objectives of the position**

Lead the organization's Strategic Engagement Program, broader advocacy campaigns, and public relations efforts; contribute to and implement our strategic vision; and lead and participate in various management teams.

#### **Responsibilities of this directorship**

##### Strategic Engagement Program

Building upon its research, organizing, and technology programs, PODER's Strategic Engagement Program strives to ensure that communities and civil society organizations otherwise marginalized from state-business dialogues have a seat, a voice, and a vote at the table. Currently two priorities of this program are the business and human rights agenda (promoting the critical adoption in Mexico of the UN Guiding Principles on Business and Human Rights (UNGPs)) and natural resources governance (PODER is an elected civil society representative of Mexico's push to join the Extractive Industries Transparency Initiative (EITI)). PODER is also active in the public policy debates about financial transparency and whistleblowing. In addition to multi-stakeholder initiatives, PODER accompanies communities in direct engagement with companies and government decision-makers, and indirectly through its participation in networks on economic, social, and cultural rights, as well as community-led human rights impact assessments, among others.

##### Advocacy campaigns



From time to time PODER and its allies engage in broad-based advocacy campaigns for or against issues of social and economic importance, such as human rights in the global economy, digital security and privacy, and freedom of information and right-to-know issues. These campaigns are often coordinated across alliances or coalitions of civil society organizations, both nationally and internationally. While they may not require strategic engagement per se with certain actors, they depend on public policy awareness, strong sectoral communication, and sophisticated messaging, often to a wide audience. At PODER such campaigns are transversal in nature, though coordination and leadership internally depends on the Program Director.

### Public relations

In a similar vein to strategic engagement and advocacy work, the Program Director coordinates and represents PODER's public, physical presence in communications media, publicity, publications, and other roles requiring a skilled spokesperson.

### Strategies and processes

- Contribute to and implement the organizational vision for the Strategic Engagement Program (SE), together with the Executive Director and SE programmatic coordinator.
- Determine the medium and short-term objectives, methods, and expected outcomes of the strategies and actions of each program and area.
- Lead triennial strategic planning and annual operational planning processes.
- Participate in the ongoing construction and revision of the organizational strategic vision, as part of the management teams.
- Conduct high-level public policy advocacy and engagement with diverse actors from the public (government), private (companies), and social (CSOs) sectors.
- Work with different managerial levels to define spaces and processes for public policy advocacy and engagement that benefit all programs and areas.
- Co-develop and co-implement the external communications strategy for the organization (together with the Head of External Communications).
- Determine and manage, together with the Executive Director and SE programmatic coordinator, the financial and human resources required for each program and area.
- Implement evaluation and learning activities before, during, and after products, actions, and processes.

### Personnel management

- Supervise the activities and performance of the SE programmatic coordinator, area personnel, and other team members, including: training, reporting on progress, assuring continuity, problem solving, monitoring, and evaluation.
- Ensure that personnel adhere to organizational policies, guidelines, and code of ethics.
- Advise and revise the actions and products developed by each team, providing guidance, feedback, and appropriate autonomy.

### Internal communication

- Regular planning meetings and supervision with the Executive Director.



- Periodic meetings with the Board of Directors.
- Lead and participate in management teams.
- Coordinate with the administrative area.
- Facilitate the work of the Coordinating Team (programmatic directors and coordinators) and co-facilitate staff meetings.
- Actively participate in diverse institutional strengthening processes.

#### Public relations

- As spokesperson for PODER, clearly communicate its ideas, objectives, processes, and results to diverse audiences, in different languages, in different countries.
- Engage strategically with civil society partners, governments, companies, embassies, international organizations, communications media and journalists, and funders.
- Build alliances with other civil society actors at the national and international levels.

#### Resource mobilization

- Seek funding opportunities and secure new grants and additional resources.
- Prepare grant proposals and reports for funders.

#### Financial management

- Plan and supervise the budget management of each program and area, together with the SE programmatic coordinator and team members responsible for projects or campaigns.

#### **Knowledge required**

- Solid knowledge about [human rights](#), the [business and human rights framework](#), [corporate accountability](#), and [financial transparency](#).
- Solid knowledge of strategies for public policy advocacy and strategic engagement.
- Solid knowledge about issues related to the transparency agenda, including open contracting, access to public information, and beneficial ownership, is desirable.
- Knowledge about whistleblowing and external communications with diverse actors is desirable.
- Basic knowledge about economic, political, and social issues in Latin America.
- Basic knowledge about key stakeholders in civil society, government, companies, and international organisms.

#### **Experience**

- 2+ years of professional experience in Latin America, preferably in Mexico, including 7+ of professional experience overall.
- Prior advocacy with different actors, especially in the private and public sectors, as well as international organizations. Experience with the UN, Inter-American system, and OECD will be valued.
- Prior work in external communications, especially with communications media. High-level spaces of institutional representation.
- Managerial experience, including administrative, financial, supervisory and evaluation, and reporting to senior-level management.

#### **Skills and qualities**



- Open-mindedness and ability to take strategic direction and assume ownership for the decisions and positions of the organization.
- Strong communication and interpersonal skills with diverse actors.
- Genuine interest in the issues of business and human rights, and corporate and financial transparency and accountability.
- Availability to work full-time and travel (as needed).
- Capability to work bilingually in English and Spanish, including excellent written skills in both languages.
- Curiosity and ability to learn new things quickly.
- Strong problem-solving skills
- Capability to work under pressure in changing environments.
- Creativity and flexibility.
- Integrity from an ethical, human rights-based perspective.

### **Application**

Please send the following documents to [recruitment@projectpoder.org](mailto:recruitment@projectpoder.org):

- Curriculum Vitae
- 3+ writing samples in English and Spanish
- 3+ professional references (full name, position, how do you know them, e-mail, and telephone number). Letters of recommendation will not be considered.

No phone calls please. Only competitive applicants will be contacted.

PODER ensures equal opportunity in employment or volunteer positions for all people without regard to race, color, sex, sexual orientation, gender identity, religion, age, ancestry, national or ethnic origin, marital status, or disability.