



JOB ANNOUNCEMENT

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

Location: Mexico City, Mexico
Type: Full time, upper management position
Reports to: Executive Management
Starting date: Immediately
Compensation: 43,560 - 54,450 MXN net / month + benefits, per qualifications

Organization

The Project on Organizing, Development, Education, and Research (PODER)[®] (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, crosscutting advocacy campaigns in coordination with other programs, and public relations efforts in coordination with Executive Management; contribute to and implement our strategic vision, together with the Management Team; and lead and participate in other decision-making 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 some of the priorities of this program are the business and human rights agenda, natural resources governance, and engagement with investors on a case-by-case basis. 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, investors, 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, together with Executive Management.

Strategies and processes

- Contribute to and implement the organizational vision for the Strategic Engagement Program (SE), together with Executive Management.
- Determine the medium and short-term objectives, methods, and expected outcomes of the strategies and actions of the SE Program.
- Lead triennial strategic planning and annual operational planning processes for the SE Program and transversal campaigns.
- Participate in the ongoing construction and revision of the organizational strategic vision, as part of the decision-making teams.
- Conduct high-level public policy advocacy and engagement with diverse actors from the public (government), private (companies), and social (CSOs and communities) 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 Lead for External Communications and other members of the Communications Committee).
- Determine and manage, together with the Executive Management, the financial and human resources required for the SE Program and any crosscutting campaign to be developed.
- Implement evaluation and learning activities before, during, and after products, actions, and processes.

Personnel management

- Supervise the activities and performance of the SE team, 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 the SE team, and any other team members involved in transversal campaigns, providing guidance, feedback, and appropriate autonomy.

Internal communication and institutional spaces

- Participate in regular planning meetings and supervision with Executive Management.



- Participate in meetings with the Board of Directors, as needed.
- As part of the Management Team, participate in broad organizational and strategic-planning conversations, including problem solving, managing expectations of staff and potential conflicts, and coordinating institutional positions closely with other leaders of the organization.
- Co-lead and facilitate the work of the Coordination Team (programmatic directors and coordinators, as well as the responsible of external communications).
- Co-lead and participate in decision-making teams and other managerial activities.
- Proactively coordinate with the administrative area, other programmatic managers, and transversal areas such as external communications.
- Actively participate in diverse institutional strengthening processes and co-facilitate staff meetings.

Public relations

- As one of the spokespersons 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, communities, governments, companies, investors, embassies, international organizations, multilateral institutions, media and journalists, and funders.
- Build alliances with other civil society actors at the national, regional 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 the SE Program, as well as that of transversal advocacy campaigns together with relevant team members, working closely with the CFO-COO on this issue.

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.



- Managerial experience, including administrative, financial, supervisory and evaluation, and reporting to senior-level management.
- Work experience in a coordination or managerial role, preferably with an accountability, transparency, human rights, environment, or social justice organization or think tank.
- Preferably a higher education degree in social sciences or business administration.
- 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 experience engaging with investors and the financial system is highly valued.
- Prior work in external communications, especially with communications media. High-level, public spaces of institutional representation.

Skills and qualities

- Open-mindedness and ability to take and follow 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 often.
- 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 and adapt to complex, changing environments.
- Creativity and flexibility.
- Integrity from an ethical, human rights-based perspective.

Application

Please send the following documents to 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.