

# RESOLVE

## **Position: Program Director, Sustainable Resources** **Post Date: February 10, 2022**

*Candidates are encouraged to submit their applications by March 13; applications will be accepted until the position is filled.*

RESOLVE, an international non-profit organization is seeking a Program Director for our Sustainable Resources team. The Program Director will be an innovative, collaborative leader, with responsibility for program strategy, project design and execution, fundraising, and communications. We are particularly interested in candidates who have demonstrated expertise and vision, and have a record of results in addressing complex social and environmental challenges in global natural resource development, especially in minerals supply chains.

Our website says, "We RESOLVE to... be open and curious, challenge ourselves and others, tackle challenges head on, [and] create solutions." Our values include integrity, mutual respect, leadership, innovation, teamwork, diversity, perseverance, results, and balance. We are looking for someone who embraces our values, loves to learn, and shares our passion for social, environmental, and economic sustainability.

### **ORGANIZATION OVERVIEW**

RESOLVE forges sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed. We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprises. As a nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders.

The majority of our team is based in our Washington, D.C., headquarters, with some senior staff and partners across the U.S., as well as in Africa, Canada, Europe, and Latin America. We work on local, regional, national, and international projects.

### **SUSTAINABLE RESOURCES PROGRAM**

The Sustainable Resources program seeks to improve the social, environmental, and development contribution of the natural resource sector and accelerate the transition to a low-carbon future. We promote ethical and sustainable production, use, and re-use of natural resources and the products made with them. We work at a local and global level to implement market, policy, and development solutions to critical resource and social challenges. Our results include more responsible mineral supply chains, tools and guidance for better company/community relationships, restoration innovations, standards and guidance to support small-scale producers, and stronger climate reporting standards.

## THE PROGRAM DIRECTOR ROLE

RESOLVE's Directors are our programmatic backbone, providing strategic vision and ensuring impact. They are hands-on, engaging actively in project design and implementation. They promote and contribute to a culture of collaboration and collegiality, leveraging insights and support from other colleagues within the program and coaching and mentoring team members. They represent the program externally and build strong relationships across sectors.

The Sustainable Resources Director will work across a range of projects. While the current set of projects is heavily focused on artisanal minerals, it is envisioned that the Director will build a broader portfolio of projects, so experience and expertise relating to other natural resources and supply chains will be an asset.

The Program Director reports to RESOLVE's CEO.

### Projects

The Sustainable Resources Program has a full slate of active, funded projects. The Director will lead or co-lead on many of these activities. Example projects include the [Public-Private Alliance for Responsible Minerals Trade](#), [Scalable Trade in Artisanal Gold](#), and the [Diamond Development Initiative](#).

While the Director will be responsible for successful leadership and delivery of these projects, another primary role of the Director will be to develop and secure funding for new projects, over time. New team members are welcome to bring active or developing projects to RESOLVE that are in keeping with our mission.

### Program

The Director is responsible for the design, development, execution, and delivery of the Sustainable Resources program, including

- A program impact plan defining the vision, impact, strategy, and key program elements, a 3+ year supporting baseline and aspirational budget, and annual implementation plans and budgets to achieve the vision and inform RESOLVE's annual fiscal planning.
- Developing project concepts that support and realize the program impact plan and multi-year budget, through a combination of grants, donations, contracts, and in-kind support.
- Establishing, building, and supporting the partnerships and coalitions necessary to achieve program objectives, including through development and maintenance of relationships and networks, and by leveraging members of RESOLVE's governance and leadership networks.
- Implementing key program activities through hands-on program work and activities, and leading program teams to deliver results that fulfill expectations and meet commitments to donors, partners, and clients.
- Monitoring and managing program and projects to align with desired impacts and budget.
- Assessing, evaluating, and reporting on program objectives and impact.
- Leading communications about the program, including through the development of materials to support external communications, and through building and utilizing fundraising networks.
- Serving as a subject matter expert internally and externally, and contributing to RESOLVE's visibility and leadership on issues related to the program.

### Organizational Management

Beyond program responsibilities, the Director will have the following responsibilities:

- Hiring, supervising, evaluating, coaching, and mentoring staff and consultants assigned to the program;
- Fostering teamwork, organizing and managing internal teams;
- Serving on the Program Leadership team, a strategic and management peer group of RESOLVE's directors;
- Leading or participating in other teams to contribute to and implement RESOLVE's strategic plan, and/or supporting your staff in this area;
- Assessing trends and conditions for your program and the organization and sharing them as part of organizational strategic planning; and
- Contributing to organizational fundraising and marketing efforts.

## COMPETENCIES

We are looking for an individual with a commitment to RESOLVE's independent, solutions-focused orientation and demonstrated success in the field of natural resources and sustainability. The ideal candidate will demonstrate knowledge, skills, personal characteristics, and referrals that attest to the following:

### Knowledge and Experience

It is essential that the Director possess

- A deep understanding of international development, corporate social and environmental responsibility, principles and practices of responsible supply chains, and natural resource issues and policy.
- An understanding of the roles, challenges, and priorities of various stakeholder sectors and at different points in natural resource supply chains, including both industrial and artisanal supply chains.
- A strong working knowledge of issues relating to minerals supply chains. Key concepts include due diligence; risks related to conflict, human rights, and the environment; links to corruption and illicit financial and commodity flows; and formalization. (Particular knowledge of issues and stakeholders in the *gold* or *diamonds* sector is ideal but not required.)

While not required for this position, other valuable knowledge and skills include the following:

- Gender and inclusion in development;
- Monitoring and evaluation;
- Development and implementation of responsible sourcing standards, policies, and guidance; and
- Social, environmental, development, and governance issues relating to other natural resource supply chains.

Beyond existing knowledge, we highly value the ability to learn quickly and adeptly about new subjects.

### Skills

1. Strategic planning, including designing for impact across projects
2. Fundraising and project development, including designing project concepts, researching and identifying potential project resources, developing collateral for external communications and fundraising, writing and submitting proposals, and engaging with prospective partners to present concepts and secure funding
3. Organizational, project management, and logistical planning, with ability to balance many projects and priorities simultaneously, with high attention to detail, while closely tracking and managing various project activities, timelines, and deliverables

4. Writing and editing, quickly, clearly and concisely, including an ability to integrate policy, technical issues, and/or stakeholder views, and develop or guide development of high-level policy and strategy documents
5. Budget development, monitoring, and management
6. Research and incisive analysis on technical and policy issues for staff, clients, partners, and potential funders
7. Relationship and communication skills such as listening, building trust, empathizing, developing rapport, and both giving and receiving constructive criticism
8. Proficiency in French strongly preferred

#### Personal Characteristics

1. Empathetic and constructive, with ability to understand a number of views, interests, and needs and to offer strategic options or recommended paths forward
2. Intellectual curiosity, with a keen interest in subject matter, including applying existing knowledge and diving into new topics with enthusiasm
3. Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing challenges
4. Strong values and ethics
5. Energy, drive, and commitment to excellence
6. Courage and confidence in communicating effectively and respectfully with a wide range of colleagues, clients, and partners—senior executives, government officials, community stakeholders, etc.
7. Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work
8. Willingness to respond to a sometimes-irregular work schedule, due to the nature of RESOLVE's projects and the time zones and needs of our partners.

#### Education and Experience

Applicants must have a Bachelor's degree; an advanced degree is not required but may be an asset. Candidates without an advanced degree will have significant program management experience. To this end, applicants must have a minimum of ten years of work experience, with at least five years of experience directly relating to sustainable development, natural resource management, and/or corporate social responsibility.

### **SALARY AND BENEFITS**

Salary is commensurate with experience, with a range beginning at \$120,000 for this position. RESOLVE offers excellent benefits, including: medical and dental insurance; retirement contributions (after 1 year, RESOLVE contributes 6% of salary, with an additional 3% employee matching option); generous family, vacation, and sick leave; and long-term disability.

RESOLVE is also committed to supporting professional development at all levels. We have low turnover because staff feel inspired by our work and each other, empowered to grow and contribute at all levels, and trusted to work hard with the necessary flexibility to have a life outside of the office.

### **INCLUSION**

Inclusion is fundamental to RESOLVE's mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our 40+ year record demonstrates that diversity of voices – and inclusion of those who have often been excluded – drives innovation and development of lasting and equitable solutions to critical social, health, and environmental challenges.

RESOLVE takes a broad view of diversity, recognizing that our differences – whether visible or not – contribute to strength. We are also conscious of gaps in our own composition, and we are resolute in our commitment to actively and intentionally cultivating an environment where equal opportunities for employment, advancement, and influence are available to all.

**TO APPLY**

Please email your resume and cover letter to [jobs@resolve.ngo](mailto:jobs@resolve.ngo). All inquiries and applications will be treated in confidence.