

# CALL FOR FINANCE & DEVELOPMENT DIRECTOR

**Position Title:** Finance & Development Director

**Location:** Amsterdam, the Netherlands

**Start Date:** 8th January, 2024

## SUMMARY

We are seeking a Finance & Development Director who will be responsible for the strategic financial development of the organisation.

## ABOUT US

Since 2012, The Nuhanovic Foundation (NF) has been supporting survivors and victims of international crimes who sought reparations through legal proceedings. The Foundation provides funding to cover costs related to investigations and legal procedures, and maintains a specialised knowledge centre on war crimes reparations.

Following 10 successful years of work, we are ambitious to scale up and deliver these services to victims and survivors on a national level. As we embark on a new chapter, we are looking for a dynamic and experienced Finance & Development Director to support the organisation's growth in the near future.

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## POSITION OVERVIEW

The Nuhanovic Foundation is in a process of growth and professionalisation. The organisation is engaging contract staff for the years 2023-2025 and seeks long term funding to consolidate and continue its development for a multi-stage period; 2024-2026, 2024-2028, and 2024-2034.

We seek a professional who can support the transition phase which consequently is in line with a successful fundraising strategy applicable to the next 3, 5 and/or 10 years. This person will:

- ① Coach us in the process of translating our vision, formulated in the report of a recently conducted Feasibility Study, into a financial and organisational development strategy based on a multistage model.
- ② Seek and obtain funds to support this growth.
- ③ Support in the development of a profile and recruitment of a long-term fundraiser.

Concretely, the Finance & Development Director will assist and advise us in the formulation of a (financial) multiyear plan and the development of a methodology or/and an organisational chart to fine-tune the organisation's concrete goals and its strategy to implement its goals. The Finance & Development Director will advise the organisation on the formalisation of and first practical steps towards a more professional internal governance and division of labour in view of the effective implementation of the organisation's goals and its financial strategy. The Finance & Development Director will also assist the Foundation in measuring and reporting about our achievements according to relevant and common models that correspond to potential funder requirements, such as theory of change and similar theories.

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## RESPONSIBILITIES

The Nuhanovic Foundation's board will formulate tailor-made terms of reference based on the concrete anticipated tasks described here below.

- **Outcomes of organisational advisory:**

- In line with a multiyear (financial) plan
- Organisational chart according to our goals
- Internal governance paper & division of labour
- Measuring and reporting chart
- Support in more visibility of the organisation's activities

- **Outcomes of fundraising efforts:**

- Translating the report into a 3, 5 or/and 10 years plan.
- Identifying and establishing contacts with donors both in the Netherlands and beyond, from NF's pool of known potential funders and, importantly, previously unknown or unconsidered areas.
- Discussing the multi period plan with individual donors to understand and identify their potential interest in parts of or the entire plan.
- Bringing potential donors together to form a coalition of sponsors that feels a sense a ownership towards the renewed organisation.
- Submitting targeted applications for funding.
- Ensuring the applications are followed up in a tailored case-by-case fashion to maximise chances of success.
- Research a profile for a long term fundraiser for the organisation.

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## QUALIFICATIONS & PAST EXPERIENCE

- Solid experience in the activity areas mentioned in the bullet points above.
- A track record in fundraising and financial development of NGOs.
- Experience in scaling up smaller NGOs.
- Legal and human rights knowledge and interest.
- Fluency in English and Dutch, both verbal and written.
- The usual excellent writing, communication, reporting, and presentation skills, including familiarity with the regular digital applications.

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## TERMS

- **Timeline:** This project will last for **1 year**
- **Starting date:** 8th of January, 2024
- **Hours:** 16 hours a week – full time
- **Salary:** According to industry standards
- **Location:** Your primary place of work will be at the offices of The Nuhanovic Foundation in the Amsterdam Law Hub.
- **Probation Period:** There will be a probationary period of one month.
- **Reporting:** The position reports to the Board and General Director, with whom the new Finance & Development Director will work in close coordination.

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## APPLICATION PROCESS

Please send the following documents to **[mail@nuhanovicfoundation.org](mailto:mail@nuhanovicfoundation.org)**:

- A short and sweet CV
- A cover letter outlining your interest in and qualifications for the role
- Contact information of three professional references that will speak highly of you

**We expect to do two rounds of interviews. The application deadline is on a rolling basis, only shortlisted candidates will be contacted for interviews.**

The Nuhanovic Foundation is an equal opportunity employer and welcomes applicants from diverse backgrounds.