

Call for Applications for the Role of Executive Director

Role type: Executive Director

Job type: Employment in Austria or potential for remote working, though the applicant must be able to go to Vienna for administrative purposes

Reports to: Board of Directors

SSDP International is an equal-opportunity employer. As SSDP International is a youth-led organisation it is preferred the candidate be under 30. We encourage people with lived experience relating to drugs, women, people with disabilities, those from the global south, LGBTQI+ people, people of colour and other marginalized populations to apply.

SSDP International is a grassroots network of students and young people based in over 30 countries advocating for drug policies rooted in human rights and harm reduction. SSDP International has a chapter-based structure and engages in advocacy support at the local, national and international levels. For more information, check out our [website](#).

Roles & Responsibilities:

Outreach

- The Executive Director works alongside the team to support outreach
 - Processing new members
 - Coaching chapters
 - Liaising with chapters on resourcing needs and project implementation

Fundraising

- The Executive Director works alongside the Development Officer to raise the funds needed to manage the organisation
 - Grants - prospecting new grant opportunities, writing grant proposals (in particular ERASMUS+), building relationships with grant-giving bodies
 - Private Donors - donor prospecting, relationship building, fundraising events, closing asks
 - Crowdfunding - designing, creating & implementing crowdfunding campaigns

Team & Project Management

- The Executive Director leads the SSDP International team and oversees the projects implemented by the team
 - Ensuring contracts & employment information are up-to-date & accurate
 - Supporting team members through their activities
 - Overseeing project implementation and supporting when necessary
 - Dealing with complaints & conflicts, with support from the board

Administration

- The Executive Director is responsible for all administrative aspects of the organisation which includes:
 - Ensuring invoices, receipts & records are documented correctly
 - Designing & distributing budget
 - Supporting the board in ensuring the organisation's registration & documentation are in order
 - Working alongside the accountant & auditors to ensure financial compliance

Candidate Requirements

Necessary

- Experience working with non-profit organizations, either in a voluntary or professional capacity, preferably in the advocacy, grassroots, youth, drug policy, harm reduction, community building or public health sector
- Experience in project management and/or team management
- Skills in online organising of voluntary networks
- Self-starter with a keen eye for strategy building
- Keenly aware of the principles of harm reduction and drug policy
- Fluent in English

Preferred but not essential

- Demonstrated experience in fundraising, particularly in grant writing and crowdfunding
- Proficient in German
- Knowledge of the SSDP International network and the youth drug policy reform movement
- Experience in national and international advocacy campaign management
- Public speaking experience

How to Apply

Send a cover letter and CV/resume to roisin@ssdp.org

The hiring process includes 3 rounds of interviews with the Executive Director and Board of Directors, the Board of Directors will make the final decision on the successful candidate.