



## Position Description

# Development and Communications Manager

Reporting to: **Scientific Secretary** | Location: **Ottawa, Canada**

Designation: **Full Time** | Duration: **Initial 2-year term with potential for extension**

Travel: **Some travel required** | Compensation: **Circa \$75,000 CAD**

## THE ROLE

The focus of this post is the advancement of fund-raising activity and communications and associated functions. Working with ICRP leadership, the **Development and Communications Manager** will deliver challenging fund-raising targets and develop and implement internal and external communications strategies in line with the organisation's ambitious strategic plans. The role also incorporates financial management and administrative responsibilities.

### Fund Raising

- Implement an existing fund-raising plan, reviewing and revising the plan on a regular basis.
- Lead on all fund-raising initiatives, including:
  - refinement of ICRP's case for support as needed and in conjunction with ICRP leaders;
  - prospect identification and cultivation;
  - drafting and submitting proposals to potential supporters; and
  - building lasting relationships with funders and partner organisations.
- Support ICRP leaders in their interactions with existing and potential funders.

### Communications

- Act as an ambassador for, and advocate of, ICRP, and raise the profile of ICRP internationally.
- Develop and deliver, with general guidance, a wide range of internal and external communications products, plans and tools.
- Advise on communications to ensure early identification of communication challenges and opportunities.
- Manage ICRP website and e-media content.

### Finance & General Administration

- Agree and manage communications and fund-raising related budgets.
- Administer gifts, tracking payments and use of funds.
- Monitor and report on the effectiveness of ICRP's fund raising and communications plans.
- Develop and implement internal processes and procedures and assist with general ICRP bookkeeping.
- Contribute to the efficient management of the Scientific Secretariat, and provide general administrative support as required.

**This role description is not intended to be an exhaustive list of duties, but it aims to highlight the main responsibilities. Given the relatively small size of the Scientific Secretariat, duties outside of this description will be required from time to time. The role description may be reviewed at any time, in agreement with the incumbent.**

## THE CANDIDATE

The ideal candidate will have the following **experience** and **qualities**:

- A successful record in fund raising, major gifts in particular, ideally internationally.
- Exceptional English oral and written communications skills, competency in other languages an asset.
- Sound project management, organisational, and planning expertise.
- Thorough knowledge of communications theory and experience in practice.
- An ability to manage multiple, simultaneous priorities.
- Computer literacy including familiarity with Office and development and communications software.
- Highly self-motivated and strong inter-personal skills.

The candidate should also:

- Demonstrate knowledge of ICRP and its field of work.
- Show a clear understanding of the fundamentals of communications and brand management.
- Be willing to travel and work away from ICRP offices as required.

## THE ORGANISATION

Formed in 1928, ICRP promotes radiological protection for the public benefit, primarily by providing recommendations that form the basis of standards, legislation, and practice world-wide. It is an independent, international organisation, formally a registered charity in the United Kingdom, and registered as an employer in Canada. It consists of nearly 250 expert members from around the world who volunteer on a part time basis, and a full-time Scientific Secretariat responsible for daily operations.

The organisation comprises the Main Commission, the Scientific Secretariat, five standing Committees (on Effects, Doses, Medicine, Application, and the Environment), and a series of Task Groups. The Main Commission and the Scientific Secretariat work together to direct, organise, and oversee the work of ICRP.



For more information, including ICRP's 2016-2020 Strategic Plan, visit [www.icrp.org](http://www.icrp.org).