

GNDR Secretariat Organisational Structure October 2016 [17 October 2016]

Executive Director – MARCUS OXLEY

- Strategic Leadership / Network Development
- Corporate Governance - Global Board / Trustees
- Secretariat Development & Management
- Resource Planning, Mobilisation and Expenditure
- Communications and Reporting
- External Representation and Institutional Relations
- Strategic Partners and Alliances
- Organizational learning, performance monitoring and evaluation

Blue lines indicate direct / indirect reporting / line management relationships. NOTE: Majority of activities require cross-functional team working

Corporate Services / Finance Manager – JOANNA CARTWRIGHT

- Management Accounts and Budgeting
- Financial Accounts, Monitoring & Reports
- Book Keeping
- Development Financial systems and procedures
- Treasury Management
- Global Board Matters
- Statutory Accounts and Audits
- Staff Payroll
- Human Resources
- Facilities including ICT

Assists with

- Resource mobilization
- Secretariat Development, Management & Administration

Advocacy and Project Manager – LUCY PEARSON

- Strategy Planning
- Project Management, including resource mobilization / grant management
- Line management
- Advocacy Capacity Building
- Policy Advocacy and Lobbying
- Coordination and consensus building
- Communications
- Campaigns

Assist with:

- Organizational Learning
- Event management
- Secretariat development and management
- Resource Mobilisation

**Team Administrator
JENNA HENRY**

- Secretarial / Administrative support / Travel
- Office Management / Facilities
- General communications
- Documentation management

Assist with:

- Membership Management
- Communications
- Events and Conferences
- Human Resources

**Fundraising Coordinator
(POSITION VACANT)**

- Donor / Institutional Relations
- Fundraising Strategy
- Fundraising Campaigns
- Proposal Applications
- Reporting
- Technical Assistance – Regional Resource Mobilisation
- Fundraising Events
- Charities Law / Donor legislation
- Consultancies

Assist with:

- Network Development
- Partnerships & Alliances

**Communications Coordinator
JESUS CORDERO**

- Communications Strategy
- General Communications: Material - Newsletter; Briefings; Reports, Translations, Branding
- Communication Infrastructure
- IT and Website Developments
- Mass / Social Media
- Communications Innovations

Assist with:

- Membership Management
- Events and Conferences
- Campaigns and Advocacy
- Organisational Learning

**Regional Development Coordinators
(Africa, LAC, Asia)
ADESSOU KOSSIVI, MARIA BASTIAS,
ROUF MOHAMMAD ABDUR**

- Regional Strategy Implementation
- General Communications
- Network Capacity Development
- External relations / representation
- Membership Management
- Partnerships and Alliances
- Organisational Learning

Assist with:

- Corporate Governance
- Knowledge Management
- Resource mobilisation
- Advocacy and Lobbying
- Campaigns
- Events and Conferences

**Advocacy / Campaigns Officer
(POSITION VACANT)**

- Policy Advocacy / Lobbying
- Capacity Building / Training
- Advocacy Research
- Consensus Building
- Global /Regional Education / Awareness Campaigns

Assist with:

- Media Engagement
- Events, and Conferences
- Communications / Website