



POSITION DESCRIPTION

Executive Director, Mayors Migration Council

The Mayors Migration Council (MMC) is a new global initiative that seeks to realize the access, voice, and influence of cities around the world in international deliberations on migration and refugee issues. The objective of the MMC is to empower and enable cities around the world with knowledge, connections, and technical ability to engage in migration diplomacy and policy-making. The MMC is supported by the Open Society Foundations and the Government of Switzerland and works in partnership with C40 Cities.

The MMC was officially launched in December 2018 by its Leadership Board of Mayors at the 5th Mayoral Forum on Migration and Development in Marrakech. Its inaugural board includes the mayors of Amman, Athens, Bristol, Freetown, Kampala, Los Angeles, Milan, Montreal, Sao Paulo, and Zürich.

Position: Executive Director

Location: New York (or other location, depending on the candidate)

Status: Full-time

POSITION SUMMARY

The Executive Director will lead the development of the MMC organization and execute the mission of the MMC towards its desired impacts.

This inaugural ED will play a critical role in shaping the growth and overall strategy of the MMC – liaising with a Leadership Board of mayors; designing and executing a programmatic strategy; building and overseeing the organization’s staff; and developing an operational structure to both get the initiative off the ground and become sustainable in 3 to 4 years’ time.

The role is an opportunity to build up a new, game-changing initiative that will bring dynamic stakeholders – cities and local governments – into the multilateral arena to improve the collective global response to migration and refugee challenges. As the author of the MMC’s business plan for the next 3 years, the ED must have the management skills and entrepreneurial vision to launch and carry this work to great heights. The ED must possess keen insights into cities’ functioning globally, know how to understand and engage with mayors’ views and interests and how to communicate between stakeholders from cities and the multilateral space. Furthermore, the ED must be adept at operating in an environment with significant ambiguity and be dynamic and creative in order to build the necessary coalitions, manage a diverse, remote team and navigate a complex



international political environment. The ED must also have the risk appetite necessary for launching a new initiative and taking on the formidable challenges presented by bringing new, diverse and diffuse stakeholders into the international political arena.

ESSENTIAL RESPONSIBILITIES AND TASKS

1. Execute initial programmatic strategy

Execute the initial programmatic strategy, which is oriented towards ensuring that cities have an influence on multilateral discussions and deliberations relating to migration and refugees; and that multilateralism is relevant to the migration and refugee challenges experienced in cities, and is supportive of – and enables – local-level policy solutions.

2. Develop a five-year programmatic strategy

The long-term programmatic strategy for the MMC will ensure that the MMC can (1) connect and bridge cities and the various stakeholders necessary for cities to engage in international diplomacy, including through partnerships with city networks; (2) facilitate city advocacy by assisting in research, articulation and preparation of statements and other communications; (3) build a knowledge repository of diplomacy tools, methodologies and good practices; (4) provide technical assistance to cities to engage in multilateral fora and translate international policy into local policy; and 5) develop effective systems to track and evaluate progress, so that successes can be measured and communicated to the Management Board, mayors on the Leadership Board, funders, partners, and other constituents.

3. Position the MMC for impact

The MMC has a variety of leaders and tools at its disposal to ensure its impact, including its Leadership Board and a small pool of highly specialized policy professionals. The Executive Director will be responsible for leading the MMC towards impact on its desired goals. S/he will oversee and contribute to the creation of a communications strategy that elevates both the MMC and the voices of the cities in international fora through various channels including traditional and social media and at major international convenings.

4. Build a network of partners

The MMC is not itself a network but is keen to work with relevant networks of cities. The Executive Director will develop a partnership strategy to collaborate with and support organizations working with cities on migration, international diplomacy and related issues, including United Cities and Local Governments, C40, the International Organization for Migration and other international organizations and UN agencies.



Similarly, the Executive Director will build a roster of active cities and explore ways to increase involvement of large and small cities across the globe.

5. Attend and guide mayors through the international processes and organizations governing migration and refugee resources, rights and outcomes.

Mayors are new to international diplomacy on refugees and migrants yet have a tremendous potential to rewrite the terms and conditions for migrants and refugees – while on the move, and in both origin and destination countries. The Executive Director will accompany mayors on this journey or ensure that they are appropriately accompanied.

6. Develop and execute an organizational strategy for the MMC

The long-term organizational strategy will include an organizational model for executing the mission; a sustainability plan that diversifies sources of funding; a staff capable of executing communications, diplomacy, and the development of new knowledge and direct service to mayors traversing international organizations and processes; a strategy for active and dynamic engagement with mayors on the Leadership Board and other mayors; and a detailed transition plan for the Leadership Board in 2021-2022.

CANDIDATE PROFILE

The ideal candidate for this position is an energetic self-starter with some combination of city government, public policy, diplomatic, and/or entrepreneurial experience.

Specific experience/qualifications sought include:

- Demonstrated entrepreneurial skills and success in launching a new initiative;
- Deep experience in conception, design, and execution of organization design and processes;
- Demonstrated experience in fundraising;
- Demonstrated management skills, ideally in an entity working internationally;
- Creative thinking, tact, diplomacy, and openness to non-traditional approaches;
- Commitment to and experience in team development and leadership, including supervision of senior and diverse staff in multiple locations;
- Ability to operate in ambiguous environments and adapt quickly to changing circumstances;
- Demonstrated experience in staff and partnership management;
- Demonstrated expertise in handling personnel issues;
- Flexibility and ability to work simultaneously on a wide range of tasks and projects;
- Excellent written and oral English skills required, with fluency in one additional language strongly preferred;
- Ability to undertake frequent travel.



Other desirable attributes include:

- Understanding of and experience in developing impactful policy and diplomacy initiatives and building coalitions;
- Demonstrated success developing relationships and communicating with cities, international organizations and leaders in an international policy arena (such as migration/refugees, development, humanitarian, or environmental policy) that could be leveraged in the MMC's work;
- A significant background in migrant and/or refugee issues would be extremely helpful, but is not a requirement.

TO APPLY:

Interested candidates should send a cover letter and resume, and the names and contact information for three references, to contact@mayorsmigrationcouncil.org. Please reference "Executive Director" in the subject line and include a line indicating how you heard about this position.

Applications are due Monday, July 15th.

The Mayors Migration Council is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, religion, or physical ability. Minorities are strongly encouraged to apply.