



C/O Port Workspaces  
344 Thomas L Berkley Way  
Oakland, CA 94612  
+1.510.891.8700  
[www.asylumaccess.org](http://www.asylumaccess.org)

## **Innovative Human Rights NGO Seeks (Associate) Director of Institutional Engagement**

### **About Us**

Asylum Access is a leading global refugee human rights organization. Headquartered in Oakland, California with substantial operations in three countries plus partnerships in additional countries across Africa, Asia, and Latin America, Asylum Access works to make human rights a reality for refugees.

Our unique combination of policy advocacy and legal empowerment creates conditions in which refugees can live safely, move freely and work legally. By supporting refugees to affirm their rights, we put power and agency back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that restores refugees' freedom, dignity and autonomy, and empowers them to make choices about their own lives.

Asylum Access believes all refugees deserve a fair chance at a new life. All over the world, we challenge barriers that keep refugees from living safely, moving freely, working and attending school – because when refugees can rebuild their lives, communities thrive.

### **Department Description**

The Global Systems Change (GSC) department at Asylum Access seeks to shift incentives and priorities in the global refugee response ecosystem to advance the respect, protection, and promotion of refugees' human rights, and to increase systemic accountability and transparency toward refugees. The GSC team eagerly instigates increased refugee and national-level civil society participation in global decision-making around displacement efforts, and advocates with institutions of power to improve their accountability, transparency, and role in catalyzing forward progress on refugees' human rights.

## **Position Description**

The (Associate) Director of Institutional Engagement manages Asylum Access' engagement and advocacy with key institutions of power that influence global displacement efforts, in particular UNHCR, World Bank, and donor governments but also other institutions as warranted. Such engagement and advocacy should be designed and implemented in ways that also uphold Asylum Access' cross-cutting goals of refugee leadership and civil society inclusion. Thus, the duties of the Institutional Engagement head include not only designing and executing advocacy and engagement strategies, but also working closely and liaising with other parts of Asylum Access and with partner and peer NGOs in refugee-hosting countries.

The Institutional Engagement head serves as part of the Global Systems Change department management, and as part of our Global Leadership Team (GLT) charged with making high-level strategic choices for Asylum Access as an organization. This position works closely with colleagues in the Global Systems Change team, in particular the Director of Global Programs & Policy and the Associate Director of Partnerships & Engagement, and currently reports to the CEO (the position may report to a Vice President overseeing Global Systems Change in the future).

## **Key Responsibilities**

- ***Design and execute advocacy and engagement strategies for key institutions of power*** that advance Asylum Access' goals of improving refugees' access to rights and participation in global decision-making. Comprehend the organizational psychology and change levers of key institutions, and translate that knowledge into the design and execution of effective advocacy strategies, including by directing, coordinating, or assisting other Asylum Access team members and/or external allies as needed.
- Along with other Global Systems Change colleagues, in particular those spearheading our efforts to instigate increased refugee and national-level civil society participation in global decision-making on displacement efforts, ***aid refugee leadership and civil society inclusion*** by ensuring Asylum Access' advocacy is increasingly comprehensive and centers the voices and expertise of those most affected by displacement.

- In participation with the Operations team and in line with Asylum Access' overall internal systems strategies, **develop improvements in systems that uphold our global advocacy and engagement efforts**, including proactive identification, design, and promulgation of improvements to relationship management, information management, and external communications systems to achieve stronger advocacy and engagement.
- In close partnership with the Development & Communications team and in line with Asylum Access' overall communications strategies, **develop external communications that aid and reinforce our global advocacy and engagement strategies**. This includes both communications that directly serve advocacy goals, and communications with other stakeholders, including funders, that indirectly aid advocacy goals. Such communications will range widely, from policy briefs to OpEds to grant proposals to social media posts and beyond.
- In participation with the rest of the Global Systems Change team and managers, **design and achieve Asylum Access' global systems change goals**, envisioning innovative ways to shift incentives and priorities in the global refugee response ecosystem to improve human rights, accountability and transparency. Over time, manage one or more staff working on global systems change.
- **Serve as a member of the GLT**, providing input into overall organizational strategy.

### **Required Qualifications**

- Prior work experience in designing and executing effective advocacy strategies that have influenced the behavior of large entities;
- Prior and proven work that required knowledge of the global displacement response ecosystem;
- At least one of the following:
  - Prior and proven work that required comprehension the organizational psychology and change levers of UNHCR, World Bank, and/or so-called "donor"

governments (i.e., the governments that provide substantial aid and diplomatic influence in the global displacement response ecosystem)

- Experience in advancing refugees' human rights through legal aid/legal empowerment or through policy advocacy.
- Exceptional people management skills
- Notable initiative and ability to take ownership of projects, manage multiple deadlines, and work effectively independently and collaboratively in a team environment
- Time management and organizational skills
- Flexible, willing to reassess priorities and approaches as necessary in a rapidly evolving organizational context
- Cultural competence and intelligence, ability to work well in a diverse, multicultural workforce. Exceptional willingness to ensuring meaningful participation, inclusion and engagement for all team members
- Fluency in Spanish a significant plus

### **Hours and Location of Work**

The (Associate) Director of Institutional Engagement is a full-time position that may be based in Africa, the Americas, Europe, or the Middle East. Other locations may also be considered. Candidates should be aware that some flexibility regarding working hours is required in order to take out of hours calls and meetings with international colleagues.

### **Compensation**

The position comes with a well-paying nonprofit salary based on location, and a robust benefits package.



C/O Port Workspaces  
344 Thomas L Berkley Way  
Oakland, CA 94612  
+1.510.891.8700  
[www.asylumaccess.org](http://www.asylumaccess.org)

### **Application Instructions to Candidates**

Please send a resume, cover letter, and brief writing sample in English to [apply@asylumaccess.org](mailto:apply@asylumaccess.org) with the subject title '**Associate Director of Institutional Engagement**'. In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

*Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We value the expertise of those who have experienced displacement, and encourage people with such lived experience to apply.*  
*For more information about our organization, visit [www.asylumaccess.org](http://www.asylumaccess.org).*