



**Friends of  
the Earth  
International**

**Friends of the Earth International is looking for a:  
International Membership Development Officer**

**0.8 fte – 30 hours – 4 days a week**

**Friends of the Earth International (FoEI)** is the world's largest grassroots environmental federation with 73 autonomous member groups around the world. FoEI aims to ensure that the struggles and experiences of local communities – especially those most affected by unsustainable development – are brought to bear on policies and practices at national and international levels. We focus on four program areas: climate justice and energy, forests and biodiversity, food sovereignty, and economic justice. Our vision is of a peaceful and sustainable world based on societies living in harmony with nature.

FoEI's decentralized and democratic structure allows all member groups to participate in decision-making. We are governed by our member groups who come together every two years to vote on issues facing the federation. Between meetings governance is provided by an elected Executive Committee made up of representatives from our groups. Our member groups are organized into four regional structures, each with a regional facilitator who enables the coordination of regional decision-making and activities. A small International Secretariat (IS) in Amsterdam and a team of global staff supports the member groups, campaigns, programs, and other activities of the federation through fundraising, program coordination, trainings, communications, and information management. For the implementation of FoEI's membership development strategy, there is an international Membership Development Team (MDT) composed of regional representatives, with overall membership work overseen by the Executive Committee's Membership Development Committee.

**Job description:**

Friends of the Earth International is seeking an International Membership Development Officer (IMDO). The successful candidate can be hosted in a Friends of the Earth member group, located around the world, or at the FoEI International Secretariat in Amsterdam, and will report to FoEI's International Coordinator. FoEI's long-term membership objectives focus on expansion and contraction of member groups to strengthen our federation; building peoples power by strengthening the capacities and engagement of our members groups, including building our skills/practice in anti-oppression work and inclusive organising; and strengthening our regional and cross-regional mobilization and solidarity work.

The IMDO will support the federation's Membership Development Team (MDT) and the FoEI Executive Committee's Membership Development Committee (MDC) and the implementation of FoEI's membership objectives, as outlined in FoEI's five-year workplan. The MDT is currently working on a workplan for 2023 which will be a key focus for this role.

The IMDO will work with the membership structures (MDT and MDC) and FoEI's regional governance boards and regional facilitators on the strategic development of the federation through expansion and contraction of member groups and will manage these membership processes at the international level. The IMDO will help ensure that new member groups are well integrated into the federation and that current member groups, as prioritized by the regions and membership structures, are strengthened by equipping

them with the tools they need to achieve their objectives and to contribute effectively to the federation.

The IMDO will help the federation's membership structures develop and implement short and long term workplans and strategies and will assist with the general functioning of these bodies. The IMDO will work with other staff on integrating gender justice and defenders of territories and collective rights work (trainings, workshops, etc.) into the capacity building spaces of the federation. The IMDO will also handle the administrative and problem-solving aspects of membership development, including contracts and helping member groups comply with federation policies.

The IMDO will work closely with FoEI's International Coordinator and several structures relevant to membership work: FoEI's Membership Development Team, regional facilitators, gender justice team, internationalist solidarity system team, and IS staff (especially staff that supports FoEI's regions).

### **Job responsibilities:**

- Support the functioning of FoEI's Membership Development Team and Membership Development Committee (for example, helping develop workplans and agendas, helping develop plans to address priority areas of work, organising online and face to face meetings) and assist with the implementation of FoEI's membership development work;
- Support the efforts of FoEI's regions and Executive Committee on the strategic development of the federation through expansion and contraction of member groups;
- Assist the MDT and regional facilitators with organizational strengthening efforts for member groups, including providing or arranging for trainings (including on grant management and financial management) and other internal organizational capacity development needs;
- Manage evaluation processes of member groups together with MDT members and the FoEI Executive Committee, including ensuring quality case-management of organizational strengthening efforts and membership alignment issues;
- Work with the regional governance boards and regional facilitators and other structures to ensure that new member groups have a clear induction process and are well integrated into the federation;
- Work with the regional governance boards and regional facilitators and other structures to encourage engagement in FoEI from existing member groups;
- Work with Gender Justice/Dismantling Patriarchy staff, Internationalist Solidarity System staff and regional staff and structures to help develop and implement the capacity building trajectories on defenders of territories and collective rights, gender justice and other forms of justice in FoEI's anti oppression work;
- Assist with membership-related administrative work and member group case management, including ensuring that member groups have contracts with FoEI, roll-out and compliance with federation policies, and member groups' payment of membership fees;
- Serve as grant manager for funding received for membership development related activities;
- Support fundraising efforts for FoEI's membership development work.

### **Requirements:**

- Strong commitment to the mission, vision, values, and objectives of Friends of the Earth International;
- At least three years of experience working within international advocacy networks and/or social movements;
- At least three years of experience of working to strengthen campaign organizations and/or movement-based organizations for 'system change';
- Experience working with organizations that address (intersectional) inequalities and forms of oppression;
- Proven experience working with organizations to identify and address capacity challenges;
- Excellent strategic thinking and planning skills, with experience in applying these in a complex and shifting international context;
- Experience with grant management, monitoring donor commitments, providing input into funding

proposals, and reporting to donors on activities, outcomes, and impacts

- Proven writing skills; ability to synthesize and distribute information quickly;
- Strong attention to detail and ability to meet deadlines;
- Ability to work in collaborative decision-making processes in a global, decentralized environment and to manage and prioritize a variety of key initiatives concurrently;
- Ability to work under pressure and be able to respond to tight and last-minute deadlines and requests;
- Excellent English language skills and fluency in Spanish or French. Fluency in all three languages would be a considerable advantage;
- Availability for some international travel required.

### **What FoEI offers:**

We offer an opportunity to contribute to a better world and work for an inspiring international and culturally diverse network. Salary and benefits packages vary by location.

When based in The Netherlands, an indication of full time salary lies between € 3.631,32 - € 4.044,24 gross monthly depending on experience and qualifications. Participation in collective pension arrangement compulsory.

When not based in The Netherlands but hosted in a FoEI member group, the salary level is aligned with the compensation scale and policies of the host FoE group in which the position is based, adjusted for percentage of time worked. One must be eligible to work in the country of the FoEI member group.

Contract duration: one year, to be renewed upon positive performance evaluation.

### **Applications**

Please send your letter and CV to Dave Hirsch with "International Membership Development Officer" in the subject field by email [vacancies@foei.org](mailto:vacancies@foei.org) before 25 September. Interviews will be held on 6-7 October.

Checking references is part of the selection procedure.

Friends of the Earth International is an equal opportunities employer and committed to building a culturally diverse staff. We encourage applications from people currently under-represented in the environmental justice movement.

Please note that, in compliance with GDPR, we will keep your application in our protected files for a maximum of four weeks after the successful closure of this vacancy.