

IRMA Overview

Mined materials form the backbone of modern industrialized societies, embedded in everything from our electronics to our vehicles, jewelry, and infrastructure. Mining companies provide the materials necessary for these industries. Mining also has a legacy of long-term negative impacts, from contaminated water and landscapes, to risks to human rights, worker safety, and Indigenous Peoples' rights. The world is now expecting even more from mining operations, especially given their role in the global energy transition and in addressing the industry's historical legacy.

The Initiative for Responsible Mining Assurance (IRMA) offers a constructive and solution-oriented path forward. IRMA was founded on the belief that everyone impacted by mining should have a say in how responsible mining is defined and measured. Uniquely, IRMA was co-created by six diverse sectors, ensuring communities, labor unions, and NGOs are given an equal voice alongside mining companies, purchasers of mined materials, and finance professionals.

By convening experts, advocates, and industry leaders across these sectors, IRMA has developed an independent, best-practice standard for responsible mining, as well as a transparent process for assessing mine performance against that standard. As more audit reports are released, stakeholders are seeing that this system, built by all sectors, has concrete benefits for each one.

IRMA is now seeking a skilled development consultant to support its fundraising efforts. The consultant will be a key member of IRMA's development team, directly executing tasks to support our fundraising goals. This role is focused on producing high-quality deliverables and managing the day-to-day operations of our grants system. The position will interface the Operations Director to ensure project alignment and deliverable completion, and closely collaborate with the senior leadership team (Executive Director, Deputy Director, Operations Director) as well as across the IRMA Secretariat.

Scope of Work

Proposal Writing and Reporting

- Write and edit compelling proposals, concept notes, and reports for IRMA funding partners.
- Collaborate closely with program and leadership teams to gather information and data, distilling information into clear, persuasive, and partner-specific narratives.
- Produce and finalize timely narrative materials for submission to funding partners, including private and corporate foundations, multilaterals, and European donor agencies.

Prospect Research

- Conduct targeted research to identify new funding opportunities that align with IRMA's mission.
- Identify opportunities for strategic engagement with new and existing funding partners and prepare IRMA leadership or program leaders to cultivate and steward these relationships.
- Prepare briefing materials and engagement strategies for leadership ahead of key meetings with prospective funding partners.

Grants Strategy Support

- Provide research and analysis support to the leadership team, to support the development of a grants and contributions strategy that aligns with organizational priorities and diversifies the funding base.
- As needed, offer strategic thought partnership to the development team to support the effectiveness of fundraising efforts.

Grants System Management

- Manage the full grants lifecycle, from prospect research and proposal development to submission and post-award reporting, ensuring all deadlines are met.
- Contribute to internal reporting on fundraising activity and outcomes, helping to measure IRMA's progress toward organizational goals.

Qualifications

The successful candidate will ideally demonstrate the following qualifications:

- Exceptional writing and editing skills, with the ability to translate complex program information into clear, compelling, and concise narratives.
- Background in the environmental and social impacts of raw materials extraction is desired. Experience may be demonstrated through professional roles or volunteer work.
- 5+ years of professional experience in non-profit institutional fundraising roles desired.
- Proficiency in conducting thorough research to identify new opportunities.
- Strong project management and organizational skills, with keen attention to detail and a proven ability to manage multiple deadlines simultaneously.
- Excellent interpersonal and communication skills, with the ability to collaborate effectively across senior leadership and program staff.



- A strategic mindset, with the ability to offer insights and contribute to the broader fundraising strategy of the organization, as needed.
- Ability to work autonomously and proactively, taking initiative to drive projects forward with minimal supervision. Experience working as an independent consultant or in a similar remote/part-time capacity is a plus.

Term, Rate and Payment Structure

This assignment is set to begin as early as 20 October 2025 and set for a six-month term, with the opportunity to renew.

This is an independent contractor role, with compensation at an hourly rate of USD \$60-85/hour. The workload is subject to project needs, estimated as an average of 10 hours per week, with some weeks having more hours and others less. The consultant and IRMA will work together to ensure that the weeks with more hours are planned for in advance, to be manageable for both the consultant and IRMA, and projected hours won't exceed 260 hours over the six-month contract term. Invoices should be submitted on a monthly basis.

Proposal Submission

Please share a 2-3 page proposal that includes:

- Cover letter including background and approach
- Relevant qualifications and experience (can also be provided as a CV)
- 3 professional references
- 2 writing samples that are 100% your original work and sole authorship. These can be from proposals, reports, studies, articles, white papers, or similar materials. Anonymize your samples as needed; they will be kept confidential. Please note that final candidates will be asked to complete a real-time writing exercise.

Submissions should be emailed as PDF or Word documents to careers@responsiblemining.net. Proposals will be evaluated on a rolling basis, with a requested submission date by 10 October 2025. Questions may be directed to careers@responsiblemining.net

IRMA is committed to equity, diversity, and inclusion. We encourage proposals from consultants and firms that share these values and incorporate equitable practices in their work. We welcome submissions from individuals of all backgrounds and do not discriminate on the basis of race, gender, sexual orientation, age, disability, or other protected characteristics.

