



JOB DESCRIPTION

JOB TITLE	CHIEF EXECUTIVE OFFICER (CEO)
JOB SUMMARY	Reporting to the President, Executive Committee and Board of Directors, the CEO will have overall operational responsibility for ECCO's staff and programmes as well as the execution of its strategic plan
MAIN RESPONSIBILITIES	<p><u>Strategic plan implementation</u></p> <ul style="list-style-type: none">• Support the President, Executive Committee and Board of Directors to develop and fine-tune ECCO's overall strategy• Oversee the implementation of ECCO's strategic plan by developing annual action plans and metrics to ensure the continued relevance to the membership of existing activities, as well as exploring the development of new services and programmes to serve the membership• Ensure that ECCO's programmes and services are consistent with the highest professional standards and meet the needs of the members• Confer as necessary with legal and/or other advisors to seek guidance when developing various programmes and make recommendations for implementing such programmes based on this guidance• Keep the President, Executive Committee and Board of Directors fully informed about significant issues that could impact on ECCO's ability to fulfil its strategic objectives <p><u>Governance</u></p> <ul style="list-style-type: none">• Ensure that the policies and procedures laid down in the statutes and internal rules are respected• Support the President in his/her role including the preparation of the agenda for board meetings and the minutes arising from these meetings• Progress work arising from the meetings of the Executive Committee and Board of Directors and its appointed committees• Provide regular updates to the President, Executive Committee and Board of Directors on ECCO's activities, risk registry and performance• Consult regularly with the President, Executive Committee, and Board of Directors, individually or collectively



<p>MAIN RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Prepare and present the proposed annual budget to the Board and subsequently General Assembly for approval, and make available a copy of the approved budget and audited financial statement to all members at the annual meeting of members • Strive to keep the President, Executive Committee and Board of Directors informed on all matters requiring action and supply them with sufficient information upon which decisions can be based <p><u>Operations</u></p> <ul style="list-style-type: none"> • Establish ECCO's organizational and staff structure and oversee the overall administration of ECCO • Lead and manage ECCO's staff including interviewing, selecting, training, assigning tasks, evaluating work performance and terminations • Oversee the negotiation contracts with suppliers and sponsors <p><u>Membership</u></p> <ul style="list-style-type: none"> • Develop mechanisms to recruit and retain members • Oversee engagement with and the provision of services to members • Ensure effective communication between ECCO and its members • Be available for consultation with individual members as required <p><u>Fundraising and communications</u></p> <ul style="list-style-type: none"> • Propose ways of driving ECCO's growth through diversification of funding and the development of new revenue sources • Expand revenue generating and fundraising activities to support existing programmes and the expansion of ECCO's activities • Deepen and refine all aspects of communications—from web presence to external relations with the goal of further developing ECCO's image • Use opportunities when representing ECCO at external events to raise awareness about the organisation and its purpose <p><u>Other duties</u></p> <ul style="list-style-type: none"> • Other duties as agreed
<p>REPORTING</p>	<ul style="list-style-type: none"> • Direct report to the President, Executive Committee and Board of Directors
<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none"> • Strategic thinking with the ability to set and achieve strategic objectives • Excellence in people management with the ability to coach staff and develop high-performance teams



<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none">• Solid understanding of financial concepts and ability to consider the financial impact of all decisions• Ability to build rapport and trust with others so as to be able to reconcile the diverse views of organisational constituents and manage any power issues that might arise• Excellent interpersonal skills with ability to engage a wide range of stakeholders and cultures• Strong written and verbal communication skills - a persuasive communicator with the ability to motivate and inspire• Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning• Ability to work effectively in collaboration with diverse groups of people
<p>PROFILE & EXPERIENCE</p>	<ul style="list-style-type: none">• Extensive and varied experience at senior level preferably in a not-for-profit international organization or association management company• Knowledge about/experience in European policy• Fluent in English - other European languages would be an asset• Service mind-set with an unwavering commitment to quality and data-driven performance evaluation• Stress-resistant• Strong sense of integrity, positive attitude, mission-driven, and self-directed• Previous experience in fund raising using different approaches would be an asset• Willing to travel mainly in Europe and USA
<p>UPDATED ON</p>	<p>December 2018</p>