

# Job Profile - Executive Director

## Organisation:

European Industrial Hemp Association ([www.eiha.org](http://www.eiha.org))

Headoffice – in Germany.

**About the job:** This is a full-time job. Contract for 2 years, with 6 months probation period.

## Job Purpose

The Executive Director is responsible for the successful leadership and management of EIHA according to the strategic direction set by the Board of Directors.

## Primary Duties and Responsibilities

The Executive Director performs some or all of the following:

### *Leadership*

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the association
- Act as a professional advisor to the Board of Director on all aspects of the association's activities. Her/he is mediating the issues and subjects in discussion.
- Foster effective team work between the Board and the Executive Director and between the Executive Director and executive office staff (if exists).
- In addition to the President of the Board, act as a spokesperson for the association
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Make a good communication with the members of the association

### *Networking and lobby*

- Propose action plans for lobbying at European Union structures, for each project or subject of interest part of the current program decided by the board
- Maintain a good communication with key people in the regulatory structures.
- Collecting information necessary in making action plans for supporting the industrial hemp industry
- Act for creating a clear regulatory frame supporting the industrial hemp business, ensuring consumers' safety

### *Operational planning and management*

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the association
- Ensure that the operation of the association meets the expectations of its members, Board
- Oversee the efficient and effective day-to-day operation of the association, working closely with the executive office
- Provide support to the Board by preparing meeting agenda and supporting materials. Write the minutes of the meeting and propose the action plan.

### *Program planning and management*

- Oversee the planning, implementation and evaluation of the association's programs and services
- Ensure that the programs and services offered by EIHA contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- He has a close cooperation and a good communication with the members of the Executive office team. He is efficiently working with them on EIHA's projects ,

### *Financial planning and management*

- Work with book-keeping company and the Board to prepare a comprehensive budget

- Work with the Board to secure adequate funding for the operation of the association
- Follow the payment of the fees by EIHA members and use all communication means to determine the payments to be done in due time.
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the association according to the approved budget and monitor the monthly cash flow.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the association complies with all legislation covering taxation and withholding payments in Germany

## **Qualifications**

### *Education*

- College degree

### *Knowledge, skills and abilities*

- Knowledge of leadership and management principles as they relate to business associations
- Knowledge to speak and write in English at a very good level (C1-C2) and French (B2-C1). German would be a plus, at A2 or B1 level (levels according to codifications mentioned in Common European levels)
- Ability to build and maintain relationships
- Ability to mediate debates and conflicts
- Knowledge of German legislation applicable to associations
- Knowledge of project management

### *Proficiency in the use of computers for:*

- Word processing
- Basic financial management
- E-mail, internet and social media

## **Experience**

- 2 or more years of lobbying to European structures
- preferably experience in managing business associations

### *Personal characteristics*

The Executive Director should demonstrate competence in some or all of the following:

- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the association.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** propose ideas and ways to progress in different projects or actions in course
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the association.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## **Working Conditions**

- Executive Director usually work in an office environment, but the mission of the association may sometimes take her/him to non-standard workplaces, requiring frequent travel.
- EIHA head-office must be located in Germany, but the operational office might be in Brussels or in an EU city from where is easy to travel to Brussels or to Germany.
- Executive Director works a standard work week, but additionally will often work evening, weekends, and overtime hours to accommodate activities such as Board meetings and representing the association at public events.

Please send your documents to Mr Dominik Vogt, [dominik.vogt@eiha.org](mailto:dominik.vogt@eiha.org).