

## Job description: WEO Executive Director

### About us

The World Endoscopy Organization (WEO) is an international medical association comprised of physicians from around the globe specializing in endoscopy and gastroenterology. The organization's purpose is to promote high standards and quality in endoscopy. An important part of WEO's mission is to increase access and knowledge of endoscopy in underserved areas of the world, supporting international cooperation to achieve optimal practices in endoscopy. The society's office is in Munich and provides a hub from which all the association's activities and general administration are managed. Apart from hosting a global congress every two years, WEO supports many educational activities. Our training courses and workshops are held both face-to-face around throughout the world and online.

### Your main responsibilities

**General:** Reporting to and working closely with the Executive Committee and Governing Council to support policy decisions, the Executive Director is highly involved in strategic planning and implementation. He/she is vested in increasing the overall visibility of the organization through:

- Developing and maintaining good relationships with various organizations and stakeholders, utilising those relationships to strategically enhance WEO's mission, and promoting the association's priorities to key decision-makers
- Representing the organization at meetings and congresses and serve as the association's primary spokesperson (4 – 6 per year)
- Communicating and presenting to different audiences including industry, associations and government
- Overseeing web / social media presence of the society
- Overseeing engagement with, and the provision of, services to members
- Leading, coaching, and developing the WEO Office team and retention of competent, qualified staff (presently a team of 6)
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation
- Ensuring effective administration of WEO operations

**Council governance:** Works with Governing Council in order to fulfil the organisation mission.

- Overseeing organization of Executive Committee and Governing Council meetings.
- Communicating effectively with the Council and providing all information necessary for the Council to function properly and to make informed decisions
- Monthly reporting to the WEO Executive Committee regarding WEO Office activities.
- Upkeep of statutes and legal registration management

**Mission and strategy:** In close cooperation with the WEO Executive Committee, Governing Council and WEO Office team, the Executive Director ensures that WEO's mission is fulfilled through programs, strategic planning and community outreach through:

- Development of strategic planning to ensure that WEO can successfully fulfil its mission into the future.
- Widening a communication strategy for social media, website etc.
- Monitoring and ensuring implementation of WEO's programmes that carry out the organization's mission.
- Ensuring the enhancement of WEO's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

**Finances:** Under the guidance of the WEO Treasurer and in cooperation with WEO's accountant / Financial Advisers, the Executive Director safeguards the fiscal integrity of WEO through:

- His/her ability to understand financial documents such as budgets, cash flow, income statements, balance statements, tax returns, audits, and compliance.
- Fundraising and developing other revenues necessary to support WEO's mission. This includes educational grant management and negotiations with partners.
- Annual budget management: creation, submission and reporting of a proposed annual budget.
- Coordination of budget reviews as required, including quarterly and annual presentations.
- Controlling that services and funding relationships are robust enough to meet or exceed strategic goals and objectives.

**WEO congresses:** Close exchange with the WEO congress Event Manager during the development of the congress. Monitoring the development to ensure targets are met.

## Your profile

Preference will be given to candidates with in-depth experience in non-profit association management, preferably in the medical sector. The Executive Director must be able to lead operations for an organization whilst working collaboratively with committees and staff.

### Personal Skills:

- Excellent organizational, leadership, decision-making and management skills
- Entrepreneurial, innovative and strategic mindset
- Appreciation and desire to work across cultures and countries
- Fluency in English and German; any other languages are an asset

### Experience:

- In management for a minimum of 10 years
- Minimum years in the non-profit sector: 5 years
- Education: Bachelor's degree with higher education preferred
- Ability to understand financial documents as budgets, cash flow, income statements, balance statements, tax returns, audits, and compliance.

## How to apply

If you have a valid working permit in Germany and feel you are the right fit for this position, please send us your CV and a letter of motivation in English. **Please note that we will only review complete applications.** Please send your application to Mr Michel Ballieu at [michelballieu@step2to.eu](mailto:michelballieu@step2to.eu).