

Chief Executive Officer – Job Description

Job purpose

Providing organisational and managerial leadership to ECFR, the CEO should be an outstanding manager of people who can bring focus, discipline and consistency to decisions about strategic direction, programmatic priorities and operational approach; ensure the integrity of the organisation's administration and finances; and exemplify fairness, transparency and accountability in both organisational and individual behaviour.

The ideal candidate will provide a sense of stability to the organisation and be present to mentor senior staff, trouble-shoot organisational problems and act as a broker between the policy side of the organisation's need to be agile and the needs of the support staff for good planning and predictability. The CEO will help the organisation retain its sense of purpose, dynamism, insurgency and non-hierarchical ethos while developing the light and flexible systems it needs to grow to the next level. The CEO plays a key role in assuring the ECFR Board that productivity and delivery are adequately tracked.

The CEO will have good political antennae and a commitment to ECFR's core mission, though should not aspire to be a public intellectual or play a role as the main external face of the organisation.

Place in the organisation

The CEO operates in co-leadership with the Director who has the strategic and intellectual lead role in advancing ECFR's mission. Working together and in complementarity they will see to it that ECFR remains fit for purpose, and ensure its financial health and sustainability.

The CEO reports to the Board who will from time to time review his or her performance. As part of the co-leadership structure, the CEO and Director will feed into each other's performance reviews. The CEO will *ex officio* be present at board meetings.

Main responsibilities

1. **Strategy**

- a. Work with the Board and the Director to set and implement the overall strategy for ECFR. This includes facilitating discussion and decisions on organisational development, policy and governance.
- b. Oversee alignment between strategic priorities and resource allocation, and ensure consistent, transparent and well-supported decision-making when considering new or difficult programming and operational opportunities, and expenditures.

2. **Operations**

- a. **Organisation:** continue to strengthen the pillars of ECFR – the Council, the think tank and the national offices – and ensure they work in synergy.
- b. **Management:** ensure the infrastructure, systems and processes necessary to adequately support all operations, to manage the offices and to account for the effective and efficient use of resources.
- c. **Planning:** help ensure the timely formulation and effective delivery of policies and plans while retaining the ability to respond to global events.

- d. **People:** recruit, develop and manage a talented staff, and inspire a performance-driven culture of transparency, accountability and commitment to the institution and its mission.
 - e. **Council:** work with the Board and the Director to develop and manage a diverse and active Council that can support and promote the work of ECFR across Europe.
3. **Partnerships and representation**
- a. **Representation** serve as spokesperson in discussions with donors, organisational partners and other stakeholders and work with the Director to ensure that ECFR's mission and activities are effectively represented externally.
 - b. **Partners:** build effective partnerships with relevant organisations and other external actors.
4. **Fundraising:** ensure adequate funding and effective management of donor relations, and participate in ECFR's fundraising efforts in making contacts, advising on potential donors and on structuring pitches, and leading on the relationships with certain major donors.
5. **Management:** oversee the breadth of ECFR's administrative and financial affairs and act as line-manager for the members of the senior management team (programme, advocacy, finance and fundraising directors respectively), in conjunction with the Director with regard to the programme and advocacy directors.

Person specification

The following is expected from applicants:

- Experience in managing organisations in multi-national and multi-cultural settings, probably in a not-for-profit environment
- Strategic ability and sound political judgment
- Track record of managing knowledge workers and building and managing multinational, diverse and dispersed teams
- Solid grasp of financial management and oversight
- Track record on fundraising including relations across relevant foundations and governments; proven ability to act as an effective ambassador with philanthropic partners
- Enabling style, 'leading from behind' in empowering staff to grow and flourish and in cultivating a culture of excellence
- Communication skills
- Results-orientated, can-do attitude, willing to pitch in at all levels of the organisation when needed and roll-sleeves-up approach to get things done
- Potential to operate on trust in co-leadership with the Director
- Ability to work effectively with a high-profile board

The following would be an advantage:

- Knowledge of EU foreign policy and EU institutions
- Experience of policy organisations
- Knowledge of multiple EU languages