

IAIA Executive Director Opportunity

The **International Association for Impact Assessment (IAIA)** is seeking a dynamic and qualified professional to serve as its **Executive Director**. This is a full-time position with flexibility for a reduced workweek based on the qualifications and interest of the selected candidate. The Executive Director can be based remotely anywhere in North, Central or South America, Europe or Africa with international travel requirements.

IAIA is a non-profit member-based association with over 2,500 members in over 100 countries. The Association is the leading global network on best practice in the use of impact assessment for informed decision-making. Members of IAIA believe strongly in the value of impact assessment in helping meet today's needs without compromising the opportunities of future generations (www.iaia.org). IAIA's headquarters are in Fargo, North Dakota, USA.

Executive Director

Reporting to the Board of Directors, the Executive Director is the "face" of IAIA, representing its interests to organizations and at external conferences and meetings. The Executive Director implements policies and advocates for IAIA and its members, and is the primary point of contact for internal and external business. The ideal candidate is experienced in impact assessment and sustainability, with a passion for nonprofit work and the ability to inspire and motivate members and others.

The Executive Director will support development and implementation of IAIA's vision and strategic plan and is responsible for overseeing the administration, programs, policies, fundraising, and strategic plan of IAIA. This position is responsible for raising worldwide awareness of IAIA and its mission as well as for the oversight and management IAIA's business operations. Networking, fundraising and developing other resources necessary to support IAIA's mission will be an important focus. Internally, the Executive Director acts as a liaison between and among IAIA's Board of Directors, Committees, Sections, Affiliates and Branches. The Executive Director works closely with the staff, volunteers and interns in North Dakota, who manage member services and coordinate the Association's annual conference and other meetings.

To ensure the future sustainability and growth of IAIA, the Executive Director will develop partnerships and projects with donors, corporations, and other organizations to raise funds for IAIA's mission and activities. The Executive Director will also establish sound working relationships and cooperative arrangements with internal and external groups and organizations, and liaise with organizations, Affiliates, and Associated Organizations as appropriate. Identifying and engaging individuals and/or industries, institutions and organizations that could be tapped to help increase the Association's fiscal soundness will be required.

Other responsibilities include: overseeing planning and implementation of IAIA's annual conference, special meetings, projects, and other programs; developing and maintaining sound financial practices to ensure maximum resource utilization; and strengthening the positive financial position of IAIA.

Qualifications

The Executive Director must have a graduate level degree in a field related to the natural or social sciences, health, international development, policy, or economics, with 10 years leadership experience in sustainability and international development.

The Executive Director must be an experienced and inspiring leader with a passion for our work and have established professional networks with which to develop new strategic partnerships with IAIA.

Outstanding oral and written communication and presentation abilities are essential. The Executive Director must also be respected as a collegial manager and supervisor, with solid knowledge of human resources practices, and strong fiscal management and fiduciary skills. Experience in impact assessment or participation in IAIA is preferred.

Travel will typically range from six to nine trips per year, including the annual international conference and Board Meetings.

Closing

We offer a competitive salary paid in US dollars, commensurate with experience, as well as a generous vacation package. Benefits will be determined, and required travel is covered by the Association.

We welcome your cover letter and resume by January 17, 2014 at careers@iaia.org. Please note that only short-listed candidates will be contacted.

International Association for Impact Assessment

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