

JOB OFFER – SECRETARY GENERAL OF EAIC

Publication date: 24 May 2021

Deadline for applications: 20 June 2021

Please send your candidature to the following address: jobs@eaic.eu

We are looking for a half-time secretary general with a freelance status or equivalent. Please indicate what would be your claimed wages/fees.

The mission will last 6 months. We expect to extend the mission beyond this period in case of successful collaboration, and to increase the position to full-time in the future.

The association is located in Brussels.

ABOUT EAIC

The European Association of Innovation Consultants is a young association created in January 2021. The association has currently 50 members, and ambitions to reach 100 within 2 years.

The association aims to elaborate synergies among consultancy companies in Europe. By joining forces on goals of common interest, the currently fragmented landscape of consultancy companies could enhance the impact of actions at European level.

FUNCTION

Serves under the direction of the President and the Executive Board.

Recommends and participates in the formulation of action plans and makes decisions within existing action plans approved by the Executive Board.

Maintains effective internal and external relationships.

Handles the General secretariat of the association.

Ex-officio member of the Executive Board, without the right to vote.

Works closely with Board Members in the execution of their responsibilities.

DUTIES AND RESPONSIBILITIES

- Ensuring meetings are effectively organised and minuted, checking that agreed actions are carried out.
- Maintaining effective records and administration
- Upholding legal requirements (ensuring elections are in line with stipulated procedures, ensuring organisation's activities are in line with its objects, ensuring law requirements are met).

- Managing Association's communication and correspondence
- Acts as an Association spokesperson within the framework defined by the board (e.g. media interviews)
- Reporting the activities of the organisation to members, the press, and the public, preparing a report of activities for the year, for the Annual General Meeting.
- Oversees General Meeting organization
- Executes contracts and commitments as may be authorized by the Board.
- In cooperation with the Treasurer, develops, recommends and upon approval operates within an annual budget.
- Serves as liaison to selected committees: advises chair, attends meeting, prepare reports
- Assist in carrying out the Association missions and actions
- Managing Membership Issues : Recruitment & Retention Programs, Fees collection...
- Identifies new opportunities to raise funding for the Association

SKILLS

- Previous management experience
- Demonstrates effective negotiation and collaboration skills
- Maintains professional and positive demeanour
- Works within the standards of ethical business practice
- Demonstrates excellent oral and written communication skills (professional English)
- Shows evidence of support of the policies and mission of the Association

EXPERIENCE

The job is opened to all levels of experience.

The selection process will however consider the following items:

- Experience working in innovation consultancy field
- Knowledge of European innovation funding programmes
- Experience in the management of a European association
- Knowledge of European decision-making process
- Existing networks in relevant European institutions