



EXECUTIVE DIRECTOR

JOB DESCRIPTION

SUMMARY

The Executive Director of the Global Equity Organization (GEO) is a seasoned and skilled leader with a record of achievement in the equity compensation field who is able to gain the trust of and work effectively with a wide variety of stakeholders, including, but not limited to, the GEO team, the Board of Directors, members and sponsors, the global equity compensation and business communities, partner organizations and the public.

The candidate should understand and fully embrace the inclusive culture of the GEO organization and its constituencies. The organization is global in scope, has an international membership and globally-based team and members of its Board.

The successful candidate will have a proven track record of managing a global, fully-remote and diverse team and experience managing projects and events with stakeholders from various cultures.

KEY DELIVERABLES

- To build, develop and engage with the Board on the short-, medium- and long-term strategy for GEO, to ensure ongoing longevity and financial resilience of the organization.
- To provide direction and leadership toward the achievement of GEO's philosophy, mission, strategy, and its annual and long-term strategic goals and objectives.
- To implement the strategic goals and objectives of GEO.
- Build, retain, and grow sponsor relationships and contributions.
- With the Chair and Executive Committee, enable the Board to fulfil its governance function.
- To support the GEO team's achievement of the operational goals and objectives of the GEO organization.

RESPONSIBILITIES

Board administration and support

- Supports operations and administration of Board by advising and informing Board members, interfacing between Board and GEO employees.

Program, product and service delivery

- Oversees design, marketing, promotion, delivery and quality of programs, products and services (includes technology management).

Financial, tax, risk and resource management

- Works with the GEO Board Audit and Finance Committee to recommend yearly budget for Board approval and prudently manages GEO's resources within those budget guidelines according to current laws and regulations.

- Periodically briefs the Board on the financial status of the organization.
- Develops and maintains sound financial practices, including effective reporting, and with complete understanding of the financial dynamics of nonprofit membership organizations.

Human resource management

- Effectively manages the GEO team according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Ensures that GEO team has measurable objectives and that all team members perform roles commensurate with overall compensation structure, and role descriptions.
- Ensures there is appropriate provision for GEO team development in-role and clear succession plans.

Community and public relations

- Assures GEO and its mission, programs, products and services are consistently presented with a strong, positive image to relevant stakeholders.
- Acts as primary 'face to market' on behalf of GEO.

Business development

- Oversees planning and implementation for enhancing existing and identifies potential new sources of revenue for GEO for Board consideration.
- Identifies resource requirements, researches revenue sources, establishes strategies to approach prospective members/sponsors, submits proposals and manages fundraising records and documentation.
- Establishes, and is accountable for, annual goals/metrics for the organization relating to fundraising and increasing issuer membership/ engagement.

Risk management

- Identifies threats to and opportunities for the organization and reporting on these as part of the GEO's Risk Assurance Framework (including maintaining risk register, business continuity plans and process documentation).
- Consistently looks for cost-effective, innovative approaches to operations.
- Revenue diversification
- Researches and evaluates new revenue streams for the organization and ensures GEO's risk of reliance on any one revenue stream is reduced.

SKILLS/EXPERIENCE

- Deep and demonstrable knowledge of the global equity compensation field.
- Demonstrated success in business development, sponsorship and revenue generation in a nonprofit environment.
- Excellent understanding of finance-related performance standards.
- Proven ability to develop and execute business planning and financial strategies.
- Business acumen.
- Organization and leadership skills.
- Team motivation, leadership and development/coaching skills.
- Strategic thinking and analytical skills.
- Policy development and stakeholder influencing skills.
- Experience managing relationships, projects and events with stakeholders from various cultures.
- Proven track record managing a global and diverse team.
- Passion, enthusiasm, flexibility, common sense, and commitment to the GEO mission.

- Demonstrated ability to communicate effectively with a diverse group of stakeholders and collaborate across these groups to achieve desired outcomes, including demonstrated experience of strong public speaking skills.
- Demonstrated ability in identifying and implementing new service/product deliverables for members, sponsors and other key GEO stakeholders.
- Comfortable with networking for partnerships, board membership, and business development.
- Experience with the recruitment and management of volunteers.
- Proven track record of success overseeing business development initiatives, public relations, operations and administrative functions.

REPORTING RELATIONSHIP

Position reports to the Chair of the Board.

Applications can be sent to ourpeople@globalequity.org.