



The Role and Duties of the SETAC Europe Executive Director (ED)

The ED shall report to the Board of Directors of SETAC Europe. The ED has both ambassadorial and administrative roles and is responsible for the operation and sound fiscal management of SETAC Europe (as part of the global SETAC organization). The ED is responsible for overseeing the administration, programs and strategic plan of SETAC Europe in alignment with global SETAC strategic priorities. Other key duties include development and management of membership and partnerships, financial responsibility and outreach. The position reports directly to governance, i.e., the SETAC Europe Board of Directors.

Program Development

- Together with the governance, implement the strategic plan for SETAC Europe.
- Identify opportunities for SETAC Europe to advance its mission and develop programs around these and develop processes to enable SETAC Europe to bid for relevant Europe funding and tenders effectively.
- Create annual plans that reflect the strategic goals of SETAC Europe (and the society overall) and advance the mission with objective benchmarks and clear time and financial commitments.
- Provide leadership when developing programs and organizational plans, review and manage issues and risks, and monitor and report progress to governance.
- Ensure program policies and procedures are current and serve to enhance SETAC Europe members' engagement with the society.
- Manage programs of SETAC Europe (such as meetings, workshops, awards, grants, projects) in line with strategic directions and within budgetary limits as set by governance.

Legal Compliance

- Ensure compliance with European, Belgian and local regulations and reporting requirements in all aspects, including non-profit status, finance and human resources management.
- Maintain official records and documents.

Financial Management

- Manage the finances of the society consistent with budget established by the Board of Directors.
- Maintain official financial records and documents to ensure compliance with European, Belgian, and local regulations and reporting requirements.
- Ensure funds are disbursed in accordance with contract requirements and donor designations.
- Meet revenue goals to ensure adequate funds are available to permit the organization to carry out its work.
- Establish positive relationships with supporters.
- Identify grant or tender opportunities related to the SETAC Europe mission (training, networking, environmental science facilitation, etc.), and where appropriate, lead and support the tender proposal team, and ensure that reports on SETAC Europe activities are filed as required.

Administration

- Hire, manage, motivate, reward and dismiss staff, as needed, to maintain operations.
- Manage staff responsibilities for the day-to-day operations of SETAC Europe by setting staff development and education priorities along with professional goals and conducting regular



performance evaluations.

- Ensure compliance with personnel policies and European regulations on workplaces and employment.
- Maintain a climate that attracts, keeps and motivates a diverse staff.
- Implement a continuity of operations plan and revisit it in January of each year.
- Ensure that Employment Policies are clearly communicated to staff (e.g., work hours, holidays, office presence, etc.) and that this information is kept up to date.

Development and Community Relationships

- Promote and uphold SETAC's vision, mission, principles and values across programs and operations.
- Serve as spokesperson and advocate for SETAC Europe, and represent programs and values to agencies, organizations, members and potential members.
- Direct the development and nurturing of relationships with sponsors, supporters and collaborators.
- Oversee the building of connections and nurturing of collaborations, internally (e.g., interest groups) and externally (e.g., other like-minded societies and organizations), to drive collaboration on advancing environmental sciences and science-based decision-making.
- Endeavor to protect the society's scientific integrity and reputation.

Governance Development and Relations

- Sustain the governance body for SETAC Europe. Support governance member nominations and elections.
- Develop and maintain on-boarding materials for governance.
- Provide support to the governance body and its committees by planning meetings and providing reports.
- Support governance to make policy-related decisions that effectively guide operational activities.

Professional Qualifications

It is essential that the candidate has the following qualifications:

Education and experience: Master's or advanced professional degree in a related field, such as environmental science, policy, non-profit management or business administration; minimum of 10 years of increasing leadership experience.

Organizational leadership: Demonstrated understanding of not-for-profit organizations and of the workings of professional societies, preferably scientific societies, and a demonstrated ability to implement a strategic plan.

Supervisory skills: Demonstrably excellent staff development and leadership skills.

Project management: Proven track record as a program or project manager; discipline to set clear priorities, delegate effectively, and meet or exceed goals in varied and multi-cultural settings.

Business development: Solid financial and administrative management skills, including contract negotiation; creativity and vision with regards to sponsorship development.

Interpersonal leadership: Established ability to foster the talents of SETAC Europe staff, Board of Directors and members, and draw upon their professional and culturally diverse backgrounds to strengthen the organization and enhance its culture.



Communication savvy: Strong writing and public speaking skills. Proficiency in English (C1 in the Common European Framework of Reference for Languages). Experience in communicating science to both scientific and non-scientific audiences is welcomed.