

## Job Opening

### **Executive Director**

**Organization:** IndyACT

**Reports to:** Governing Board / Chairperson

**Based in:** Beirut

**Operation Area:** Arab Region / Global

#### **Job Statement**

IndyACT is an independent league of environmental and social activists that was established in 2007 in Beirut, Lebanon, to support leading activists and promote activism. In the past five years, IndyACT has become the leading advocacy organization in the Arab region that has been able to change international and national policy. Among its achievements is influencing the climate change position of the Arab League, introduce language into the international climate change negotiations, play a key role in passing a strong tobacco control legislation, incubate several new civil society initiatives that have become independent organization, and many others.

IndyACT has now presence in seven countries, and registered in three (Lebanon, Egypt, and Austria). Its current active national and international campaigns are climate change, zero waste, marine and coastal protection, biodiversity conservation, tobacco control, sustainable transport, toxics control, green public spaces. The organization has also active programs on youth empowerment, public participation in decision making, strengthening CSO advocacy, and incubating new civil society initiatives. The organization's motto is "Passion with Professionalism" and applies it in all its campaigns.

IndyACT is currently seeking an Executive Director to provide leadership and direction towards the achievement of the organization's philosophy, vision and mission. He/she will be responsible for developing and implementing the organization's long-term and short-term developmental strategy and goals, enable the board to fulfill its governance function, and ensure the sustainable growth of the organization globally.

#### **Key Job responsibilities are:**

- Manage the planning and direct the implementation and evaluation of policies, plans and programs of IndyACT to achieve its goals
- Provide leadership and management to assure that IndyACT is well-respected, self-sufficient and financially secure

- Represent the organization and its mission to all stakeholders including clients, funders, community leaders and the community at large
- Manage the organization's infrastructure including planning, finances, use of technology, and program development and evaluation
- Support operations and administration of Board by advising and informing Board members, interfacing between Board and staff
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations
- Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations
- Assure the organization and its mission, programs, products and services are consistently presented in strong and positive image to all stakeholders
- Oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records

**Qualifications and skills required:**

- A proven belief in and support of IndyACT core values, vision and mission
- A university degree in management, diplomacy, political science, or related fields
- At least five years of experience in management, especially in non-governmental organizations
- Strong experience in conducting strategic planning, advocacy campaigning, and organizational development and leadership
- A visionary, trustworthy, diplomatic, understanding and innovative with high energy level
- Experience in fundraising and writing proposals, as well as budget and financial management
- Commitment to creating positive environmental, social and cultural change
- Excellent interpersonal and diplomatic skills, especially conflict resolution and decision making
- A team worker, good listener, able to delegate, as well as develop and motivate staff and activists
- Ability to take initiatives and be flexible and adaptable in a changing environment
- Experience and deep understanding of multiculturalism and political diversity
- Strong experience in giving professional presentations, external communication and public speaking
- Ability to meet tight deadlines and work under pressure
- Ability to handle large volume of work and have excellent organization skills
- Readiness to travel on demand according to IndyACT needs
- Strong computer literacy (Photoshop and HTML are a plus)
- Excellent written and oral communication skills in both English and Arabic (French is a plus)

**Working Hours:**

Full time job from 9am to 5pm, Monday till Friday. On account of his/her responsibilities, the Executive Director may be asked to adjust his/her working hours to suit the requirements of his/her duties. Please send a full CV/resume and a covering motivation letter via email to [admin@indyact.org](mailto:admin@indyact.org). The deadline for applications is 18 March 2012 with interviews in Beirut.

**Salary:**

Starting salary will depend on qualifications and experience.