IPVS EXECUTIVE MANAGER SEARCH PROFILE:

About IPVS:

The International Papillomavirus Society (IPVS) is the leading global expert on human papillomaviruses (HPV). Since its beginning, the purpose of IPVS has been to promote the worldwide exchange of ideas, knowledge, and innovative research among basic, clinical and public health research professionals concerned with human and animal papillomaviruses and their associated diseases.

Today the society has a successful international conference, with increasing numbers of attendees and abstracts, and a healthy membership. IPVS continues to support the careers of new and emerging investigators through training, facilitating collaborations, and funding of travel fellowships to the conferences and workshops. IPVS is an advocate for additional papillomavirus research and funding, public awareness of papillomavirus-related diseases and opportunities for prevention and management and international education. In addition, for the past 3 years, the society has initiated a successful HPV Awareness Day campaign.

Requirements:

As activities have increased, the society wishes to have a dedicated Executive Manager, to support the IPVS Officers and Board of Directors and to manage the secretariat, activities, and operations of IPVS. The society requires a strong manager who can skillfully position and lead the society through this crucial next phase of growth.

He/she will work closely with the IPVS Officers and Board to ensure every aspect of the society management is optimized and managed in accordance with association guidelines and objectives.

The candidate will have experience in successfully delivering business growth within a nonprofit organization. Experience of planning and follow-through are needed, along with a sound knowledge of the operational requirements for a nonprofit organization. Attention to culture, community and mission must be a continual focus. The candidate will bring experience implementing strategic plans, building relationships, and management controls, while building trust and credibility across a broad stakeholder group. The Executive Manager will need to be a strong, and passionate advocate for papillomavirus.

Key Skills and Attributes:

The candidate should have 3-5 years or more experience working with nonprofit associations in a similar Executive Manager/ Account Management role. He/she should have a broad understanding of running an organization or business and experience in dealing with VIP's in multi-cultural environments. Experience of the papillomavirus field or more broadly organizations involved in the cancer field is preferable.

The following skills and attributes are essential:

- Operational knowledge of all elements of managing a non-profit organization
- Proven ability to work with an executive team/board
- High level of commercial and financial awareness
- Strong organizational skills and ability to manage multiple tasks
- Advanced information technology skills
- Well-developed communication and interpersonal skills
- Wide general cultural knowledge with discretion and diplomacy
- Good judgment and the capacity to work independently, proactively and creatively
- Ability to build effective working relationships with a variety of stakeholders and international bodies

The following skills and attributes are desirable:

- Experience of large scale conferences/live events
- Experience working with medical and/or biological clients or organisations

Qualifications:

University degree or equivalent
Excellent English (verbal & written) and other international languages is an advantage
Computer literacy (Microsoft Office XP)

Responsibilities:

The Executive Manager is responsible for the overall administrative functions of the society, and as such initiates, implements and oversees efforts to achieve the society's mission from both an organizational and business perspective.

Secretariat & Liaison Office

- Responsibility for the administrative office and tasks
- Management and daily response to queries from all stakeholders
- Maintenance and development of standards and procedures
- Edit, format, maintain and file all documents

Meeting Management

- Coordination and management of virtual and physical meetings (office and board meetings, general assembly meetings, different committees etc.) including:
    - logistics (catering, audio-visual, materials, transportation and reimbursements),
    - planning and invitations
    - report and document preparation
    - attendance and minutes
    - follow up and actions
- Logistics management for Board i.e. hotels, travel, itineraries

Executive Management

- Prepare and follow detailed work plan and timelines in line with strategic plan
- Recommendation and implementation of tasks in line with strategic priorities
- Implementation of agreed policies
- Executive support to the Officers and Board
- Advice and guidance on governance issues
- Management of elections according to the Society's guidelines and handling transition period of the board
- Management of travel grants including planning, budget, process, allocation, communication
- Management of endorsement process, administration and follow up
- Manage and oversee suppliers to deliver agreed activities
- Identify and coordinate engagement with industry partners

Communications/External Relations

- Establishes and maintains effective formal and informal communication with members, partners, suppliers, key decision makers and the public as agreed
- Association branding and visibility.
- Development and implementation of a marketing and communications plan
- Coordination and implementation of agreed mailshots and newsletters
- Maintenance and development of association website and social media
- Raise awareness and promote the society through attendance and exhibitions at national/regional and global meetings
- Prepare and coordinate association's booth at congresses
- Assist and coordinate production of promotional materials
- Coordination of association's publications and communications

Financial Management

- Management of associations finances and fiscal requirements, including:
    - Preparation of invoices and payments for processing
    - Oversight of society bank accounts (dependent on access)
    - Liaison with accounting team to produce quarterly management reports and annual accounts
    - Preparation and management of annual budgets in liaison with Treasurer
    - Support and assistance to the treasurer for preparation of reports
    - Preparation of payments for approval by the Treasurer (dependent on access)
    - Processing of invoices and travel reimbursements

Membership Management

- Oversee the management of applications and renewals processing
- Oversee the management of the membership database
- Oversee the collection of membership dues
- Ensure regular communication with members
- Review and interpret membership statistics and reports to provide recommendations
- Development of membership campaigns to recruit new members and retain existing members

Interfaces:

- Association Officers, Board, committees/subcommittees / task groups/editors, etc.
- Association's partners, sister organizations, national and international bodies
- External providers and partners (publishers, web providers, sponsors, different contractors and service providers)
- Interface with bank, auditor, lawyer, legal bodies, etc.
- Internal Association and Congress Organization teams i.e. Financial Manager; campaign team; congress teams