European Diabetes Forum AISBL (EUDF)
Executive Director Job description

Job Title: Executive Director
Reporting to: The Chair and Board of EUDF
Term: In the first instance, a one-year contract will be offered
Salary: Dependent on experience

About EUDF
The European Diabetes Forum is a newly established organisation with the aim of improving outcomes for people with diabetes. It will be a forum for uniting stakeholders from across the diabetes landscape in Europe. This includes policy makers, relevant research and scientific societies, patient organisations, professional healthcare organisations and institutions connected to diabetes related co-morbidities, pharma and diagnostic industries, governments, regulators, payers and others.

Purpose of Role
The EUDF wishes to appoint its first full-time Executive Director (ED) to provide clear and visible leadership, support the forum in its function and lead on engagement with external stakeholders. The ED together with the Board, will establish a strategic plan and implementation framework to operationalise the EUDF’s mission. The ED will also manage all aspects of EUDF’s administrative policies and procedures, as well as be lead liaison with external collaborators and key stakeholders. The tasks comprise the overseeing of all areas of activities such as fundraising, political advocacy and analysis of published national diabetes plans with the aim of creating a clear, actionable and prioritised roadmap. Also, the ED will act as an authoritative and capable representative at relevant meetings, reporting directly to the Board with an authority appropriate to that position. Initially the ED will be supported by an administrative assistant.

Key Tasks and Responsibilities

Managing and leading the Organisation
- Provide clear strategic guidance and leadership through initiating, organising and realising EUDF’s mission and an agreed coherent prioritised workplan.
- Responsible for implementation of EUDF’s programmes such as fundraising, growing membership and establishing relationships with relevant EU institutions (such as EU Diabetes Working Group) and the WHO that support the organisation’s mission. Working collaboratively with national diabetes patient associations will be essential.
- Direct budget management and allocation of resources.
- Oversee marketing and other communications efforts.

Governance
- Participation in EUDF Board meetings. The ED would be required to attend Board meetings as a non-voting member and support the Chair and Board as required.
- In collaboration with the Board, set and agree fundraising targets and ensure their delivery.
- Chair and lead meetings as necessary.
- Responsible for signing all notes, agreements, and other instruments within the framework of daily management made and entered into and on behalf of the organisation.
- Other duties as assigned by the Board including regular and transparent reporting to the Board on a monthly basis.

**External Liaison**
- The ED should support the Chair of the EUDF Board by representing the EUDF in meetings with professional organisations, government, the pharmaceutical and medtech industry as agreed with the Board.
- Establishing a fundraising plan with reasonable and achievable targets for EUDF will be a key focus of the role.
- Attend liaison meetings with existing collaborators.
- Identification of potential new collaborators and fundraising approaches.

**Qualifications / Attributes**
Whilst this role is diabetes centred, we would also be interested in applications from candidates with relevant experience in adjacent fields.

Experience in some, but not necessary all, of the following:

- MD (or equivalent) and/or PhD (or equivalent) in humanities or life sciences, direct experience in the field of Diabetes is not-essential.
- Experience of working with NGOs (national or pan-European) in healthcare settings is desirable.
- Work experience in a non-profit or commercial environment.
- Knowledge and experience of clinical and/or basic research and humanities.
- Demonstrable results in developing and delivering fundraising strategies at major organisations and NGOs.
- Fluent spoken and written English, ideally with additional languages.
- Excellent interpersonal skills.
- Willingness to travel.

This is a hands-on role, you will be self-motivating and enjoy inspiring others to thrive in a dynamic environment.

Interested candidates should e-mail their CV, along with a letter of application to: applications@easd.org

Closing dates: 31st January 2020