

JOB DESCRIPTION: Chief Executive

(August 2017)



1. JOB TITLE: CHIEF EXECUTIVE (CE)

REPORTING TO: The WFTO Board through the President of the WFTO

2. JOB PURPOSE:

- To implement the decisions of the membership as expressed through the Annual General Meeting (AGM) as well as the formal decisions of the Board of Directors.
- To manage the staff and the resources of the organisation
- To develop strategies and plans which will result in the growth and increased impact of the organization and to recommend these to the President and Board for their consideration
- To facilitate networking between the WFTO and organizations with similar goals and values

3. PRINCIPAL RESPONSIBILITIES:

- Implementing the decisions of the membership
 - Following decisions taken at each AGM, to formulate policy/ strategy proposals for submission to the Board to implement these decisions.
 - To provide administrative support to the Board and, in consultation with the President, ensure that items requiring the consideration of the Board are placed on the agenda of their meetings
 - To report to the President and the Board on the progress of the organization on a regular basis
 - To draft the work plan, budgets, reports and policy documents for the organization
 - To assure the work plan is implemented in a timely manner and within approved budgets. To assure clear, thorough and effective communication with different operational levels of the organization. (working groups, Committees, regional offices etc.)
 - To assure that the staff provide effective, efficient, quality service to all members.
- Providing leadership at operational level:
 - To monitor the progress of the organization and to advise changes in policy and strategy to the Board.
 - To provide leadership to the staff and assure they understand and demonstrate the mission and values of the organization in their work.
 - With the support of the WFTO Guarantee System manager ensure the functioning of the monitoring and registration process and that members pay their dues; to make certain that WFTO's Code of Practice and Standards are complied with by the membership
 - To liaise with the regional directors to ensure that the global and regional WFTO strategy and programs are coordinated.

- Based on agreements, consolidate reports from the regions for the Board
 - To ensure that WFTO is presented in a clear and professional manner to its members and various constituencies as well as the public.
 - To foster good relations with governments, statutory and voluntary bodies and other relevant organizations
- **Managing staff and resources and assure legality**
To hire, lead, mentor, supervise and, when necessary, terminate the employment of staff within the parameters of the approved work plan and budget and in accordance with good personnel practices, effective management of resources and Dutch law.
 - To ensure that proper standards are maintained for the protection of people and the organization's assets giving particular attention to:
 - legal requirements health and safety
 - maintenance and security of property
 - To ensure that all staff have job descriptions and work to objectives agreed with them which are reviewed regularly and are provide with an annual written performance evaluation.
 - To raise funds from donors as required for aspects of WFTO's work
 - To prepare the annual budget to be approved by the board and membership
 - To ensure that expenditures are in line with the annual budget as approved, and be responsible for the overall financial health of the organisation
 - To ensure that the organisation discharges its constitutional and legal obligations

4. KEY COMPETENCIES REQUIRED:

- Excellent interpersonal and communications skills
- Management experience at a senior level
- Experience of working in cross-cultural environments
- Proven strategic planning skills
- Marketing expertise, experience utilizing social media to accomplish organizational goals
- Fund-raising experience
- Budgeting and financial management experience
- Understanding of, and commitment to, the philosophy of Fair Trade
- Project management skills
- Proficiency in use of Word, Excel and Power Point
- Fluency in English, knowledge of conversational Spanish and possibly other languages would be helpful.
- Working knowledge of contact management and data base software.
- Knowledge and experience with website management.

5. POSITION REQUIREMENTS:

- Requires a strong commitment to fair trade as a strategy to reduce global poverty
- Requires the ability to work cooperatively with diverse groups of people from different cultures with differing agendas.
- Requires working out of the WFTO office which is and will continue to be located in the Netherlands for the foreseeable future

- Requires extensive international travel
- Requires the ability to achieve significant results with modest financial resources
- The pay range for this position is open depending on experience and past work history
- A one year initial contract will be provided with possible longer extensions of the contract depending on performance.



Address

WFTO World Fair Trade Organization,
Godfried Bomansstraat 8-3,
4103 WR Culemborg, The Netherlands



Phone | Email | Online

Phone: +31(0) 345 53 6487
Email: info@wfto.com
Website: www.WFTO.com

WFTO
WORKING TOGETHER FOR A FAIRER WORLD_

