

## Job Opening for Executive Director

*ANPED, the Northern Alliance for Sustainability is a democratic network of 100 local and national action NGOs, national NGO networks, environment groups, development groups, and consumer groups, who are aiming to change the industrialised countries of this planet into sustainable societies, contributing to a just world for those that live today and those that will live tomorrow.*

*ANPED thinks and acts GLOBALLY, in co-operation with our global partners to ensure our goals are rooted firmly in the global need for sustainable development and LOCALLY, in cooperation with local communities to ensure our ideas are implemented on the level that matters.*

*To support the work of ANPED, a non-profit foundation "For the support of ANPED" is set up in the Netherlands. The foundation hosts the International Secretariat of ANPED, manages and administers ANPED's projects, and represents ANPED to its external contacts. The foundation is overseen by a board, which consists out of representatives from the Member-organisations of the ANPED network. The board of the foundation is now seeking an Executive Director.*

The Executive Director (ED) is responsible to the Board of ANPED for the efficient running of the International Secretariat of ANPED and for the activities done by the secretariat in the name of ANPED.

The **key tasks** for the ED are to:

- Ensure the proper functioning of the organisation and the development of the network;
- Oversee the activities of other staff-members;
- Liaise with partner-NGOs, funders, media, and (inter)-governmental institutions;

**Specific responsibilities** of the ED are in the areas of A) Management, B) Networking, C) Policy Development the following:

### A) Management

- to coach, manage and give direction to the employees, volunteers and interns of ANPED and in particular to the International Secretariat.
- to develop a financial strategy (in co-operation with the Treasurer and the Business Administrator);
- to ensure that fundraising is done properly, timely and adequately
- to take the lead in initiating core-funding proposals, and in following up programme related fundraising activities.
- to oversee and be responsible the up-to-date financial administration and budgets of ANPED, as well as ensuring that financial reporting is done on schedule;
- to recruit new personnel where appropriate;
- To report regularly to the board

### B) Networking

- to ensure that ANPED members are linked into projects and international processes in an appropriate and effective manner.
- to oversee and be responsible for the communications of the organisation;
- to develop ANPED's profile and standing within the NGO community and with Governments and relevant agencies;
- to develop a communications plan for the network (in co-operation with the Communications and Networking Officer);
- to represent the network externally to NGOs, media, and other bodies;

### C) Policy

- to be aware of current political developments in the areas where ANPED operates and to identify strategic objectives and new opportunities as and when they arise;
- to develop policy for the Alliance as necessary (in association with the Board, the Programmes Officer and the Working-Groups) and in line with the decisions made at the Annual General Meeting of ANPED;
- to lobby on behalf of the Alliance at intergovernmental processes;

The ED reports directly to the Board and provides the main contact point between board members and staff.

#### **Personal skills**

The ED of ANPED will be an individual who can demonstrate:

- Management skills suitable for a small NGO with wide responsibilities;
- Excellent motivational skills;
- Excellent facilitation- and organisational skills;
- Academic qualifications in the field of International Policy/Sustainable Development or other relevant subjects;
- An understanding of current policy issues relating to sustainable development;
- Financial skills in the development and management of budgets;
- Excellent command of the English language, both written and verbally; command of the Russian language is an asset;
- Excellent public presentation and communication skills.

The post of ED is based in the ANPED office in Amsterdam, frequent travel will be an essential part of this work.

**ANPED offers** an exciting international work-environment, and the opportunity to participate in high-level policy discussions around the world. ANPED offers the ability to link grassroots work with international level and to develop ideas on how best to achieve sustainable societies world-wide. We offer a salary of maximally 3051,- Euros per month, for a work-week of 32 -38 hours. We offer a good benefits package. The new ED should start on 1 June 2004 at the latest.

If you are interested in this position, please contact: Mr. Pieter van der Gaag at [pjvdgaag@anped.org](mailto:pjvdgaag@anped.org) or at +31-204751742.

**Job-applications consisting of a letter of motivation and a C.V.** should be sent to:

Selection Committee ED  
International Secretariat  
ANPED, the Northern Alliance for Sustainability  
P.O. Box 69109  
1060 CD Amsterdam  
The Netherlands

**Deadline: 17 April 2004**

Further information about ANPED can be found on [www.anped.org](http://www.anped.org)