



Position: Executive Director
Reports to: Board of Directors

Scope of the Position:

The Executive Director (ED) of the International Enneagram Association (IEA) is responsible for strategic leadership of the organization, developing and executing the strategic vision and programs and policies of the organization in partnership with the Board of Directors. The ED oversees all day-to-day operations of the IEA. The ED is responsible for implementing and overseeing all policies, managing and promoting all programs, managing relationships with all contractors and vendors, and supervising all staff. The ED is also responsible for developing and managing the technical, financial, marketing, fundraising, administrative and organizational capacities necessary to enable the IEA to fulfill its mission and meet its strategic goals.

General Responsibilities:

- 1. Leadership and Management:** The ED will develop a deep knowledge of the IEA's core programs and operations, strategic goals, extended community, mission, and unique role within the Enneagram field. The ED will evaluate and monitor all IEA programs, events, and services to determine their ongoing effectiveness and their alignment with the values of the IEA, and to ensure that a consistent high quality is maintained in content, communications, administration, and systems. The ED will identify additional opportunities for generating revenue, membership, fundraising and community engagement, and will develop plans and recommendations for additional policies, programs, initiatives, and resources as needed to advance the IEA's mission and achieve its goals. The ED will have sole authority to hire, supervise, and terminate all staff (including contracted administrative staff), vendors and contractors. The ED will work closely with the Board President, including consulting in connection with significant staffing decisions.
- 2. Strategic Planning:** The ED will partner with the Board to identify and develop strategic goals, priorities, and timelines for the IEA, including clearly defining the IEA's unique membership value proposition and its implications with respect to the IEA's programs and services. The ED will provide information, monitoring and support to ensure that the IEA's programs, finances, communications, and technical and operational infrastructure are aligned with and support the achievement of its strategic goals.
- 3. Financial Management:** The ED will continuously monitor financial performance and ensure timely and accurate financial reports are delivered to the Board. The ED will oversee all financial accounts and investments, will supervise staff to ensure appropriate policies and procedures are in place and being followed, and will ensure that all accounting, tax, legal and regulatory requirements are met. The ED will develop comprehensive budgets and deliver timely reports to the Board on actual performance relative to budget. The ED will appropriately contain expenses and will develop recommendations for future investments and expenditures needed to support the IEA's sustainability, growth, and achievement of its goals.
- 4. Communications:** The ED will represent the IEA with clarity, integrity, and warmth in a variety of one-on-one, group and public settings. The ED will communicate effectively in writing, on-line and in person and be an advocate for the IEA's mission, goals, unique role, benefits, and programs. The ED will develop marketing and promotional campaigns to build awareness of and support for the IEA's programs, events, and initiatives.
- 5. Community and Partner Relationships:** The ED will follow developments and activities within both the IEA and extended Enneagram communities to identify opportunities and possible challenges as they arise. The ED will develop and foster relationships with key constituents, community members, potential partners, and potential donors, and will regularly seek feedback on ways the IEA can better serve its community and mission.
- 6. Board Support and Engagement:** The ED will support the development and maintenance of a strong, diverse, well-oriented and engaged Board of Directors, attending Board and committee meetings, and serving as an ex-officio member as needed. The ED will facilitate effective Board participation in business planning, financial oversight, community outreach, communications, promotions, and fundraising.

Specific Priorities:

1. **Organizational transition** - The ED is responsible for partnering with the Board, and in particular the Board President and Executive Committee, to support and continue to advance the transition of the IEA from a working board to a governing board structure. In support of this transition, the ED will oversee the development and implementation of high-quality peer review panel processes for professional accreditations and for ensuring compliance with ethical requirements which are supervised and administered by the ED and staff with appropriate policies and procedures for Board reporting and oversight. Additional program responsibilities initially remaining with Board committees will transition to the ED and staff over time.
2. **Staff and Board development** - The ED will foster morale through the transition, streamlining workflow where possible and building staff capacity to ensure continued high levels of service and attention to meet the goals of the organization and the needs of its members, program participants and community stakeholders. The ED will partner with the Board President and Board to clarify and define Board and staff roles under the new structure and to provide supportive information and training.
3. **Digital transformation** - The ED is responsible for assessing the needs of the IEA and its constituents and developing appropriate technology tools, databases, programs, platforms, and strategies as needed to advance its digital transformation and to promote effective communications, market and develop its programs and events, attract members, enhance member benefits and engagement, and foster relationships within the IEA community.
4. **Insight and analytics** - The ED will partner with the Board to develop and monitor key metrics to inform decision making and ensure the effectiveness of programs and services.
5. **Diversity and multi-cultural inclusivity** - The ED will embody and promote awareness of and appreciation for all aspects of human diversity, ensuring the IEA's programs are inclusive and welcoming for diverse, multi-cultural and multi-lingual members, community participants and other stakeholders.
6. **Building and promoting awareness** - The ED will build awareness of the impact of the IEA's work and its unique role in the extended Enneagram community, and will develop communications, marketing, branding, social media, and other strategies to promote its value and programs and advance its mission.

Qualifications

- Seasoned non-profit or business manager with minimum 3-5 years successful senior-level management experience, including strong experience with strategy, budgeting and finances, and staff development and supervision
- Experience working with a board of directors and an understanding of organizational change dynamics
- Strong organizational, interpersonal and relational skills, with ability to navigate multiple viewpoints and competing priorities
- Strategic thinker skilled at executing to achieve results
- Strong written and verbal communication skills; fluent in written and spoken English
- Strong team builder able to establish and maintain positive relationships with Board, staff, community members, volunteers, service providers and others
- Commitment to diversity, equity and inclusion, including multi-cultural awareness and sensitivity
- Ability to interact effectively with stakeholders in multiple countries and time zones
- Willingness and ability to work with administrative staff within business hours in eastern time zone
- Familiarity and comfort with technology tools and digital world, social media and marketing/promotions
- Self-directed, mission-driven, person of integrity, with positive, creative, "can-do" attitude
- College degree
- Familiarity with US requirements for associations and/or non-profit organizations
- Preferred familiarity with and commitment to the Enneagram and the IEA's vision, mission, and role within the Enneagram community
- Preferred experience with mission-based organizations, human potential and transformational work

The International Enneagram Association supports an international community. The geography for the Executive Director role is flexible and the possibility of remote work with some travel is anticipated. The Executive Director closely partners with an administration services team that operates in English in US Eastern time zone.

In order to gauge your interest in our role, please note the desired salary range is \$85,000-\$100,000, depending on experience and qualifications.