



WFSJ

World Federation of Science Journalists

1142 rue Marie-Anne est, Suite 33, Montréal, QC H2J 2B7, Canada

JOB OFFER FOR AN EXECUTIVE DIRECTOR AT THE WORLD FEDERATION OF SCIENCE JOURNALISTS (WFSJ)

Recruiter:	World Federation of Science Journalists (WFSJ)
Post:	Executive Director (ED)
Location:	Montreal (QC), Canada
Sector:	International non-profit organization
Language:	English fluency required. Practical knowledge of French preferred
Content:	Full time (37.5h/week)
Salary:	90,000 \$ CAD – 120,000 \$ CAD annual, according to experience
Deadline:	Thursday 31 May 2018
Terms of employment:	Permanent position. Probation period planned.

The **World Federation of Science Journalists (WFSJ)** is an international federation of 59 national associations of science and technology journalists from Africa, the Americas, Asia-Pacific, and Europe; and two associate member organizations. It is a non-profit organization and the leading actor in making science journalism a strong contributor for better informed and democratic societies.

The WFSJ is recruiting an experienced and dynamic **Executive Director (ED)** to provide leadership at the Federation's headquarters based in Montreal. The Executive Director is responsible for the vision, leadership, fundraising and management of WFSJ operations. The ED is expected to ensure healthy management and resource development as well as maintain the mobilization level of the WFSJ team.

With the collaboration of the board of directors, the ED is in charge of implementing the strategic plan as well as develop innovative fundraising programs. The ED maintains the global reach of the WFSJ network and oversees major international projects.

We are looking for an exceptional individual who will develop and implement a comprehensive vision of the role of science journalism in societies around the world. Candidates should be world-class managers with experience in journalism or communication, with interest and enthusiasm about science, technology, environment and medicine. The ED must show strategic leadership, ensure organizational effectiveness and effective finance management (budgeting, management and growth of resources), in order to maintain the long-term sustainability of the Federation.

A successful candidate will present a strong set of practical ideas and skills to ensure program excellence, revenue diversification, good connection with membership, as well as an effective communication strategy for the Federation.

QUALIFICATIONS REQUIRED

- University degree;
- English proficiency (French is an asset)
- At least ten years of experience as a manager, including budget responsibility;
- Experience in an executive director role;
- Experience in journalism, media, or communication;
- A proven track record in innovative fundraising, and ideally success in recruiting government, foundation and corporate funds in the non-profit sector;
- Excellent political skills;
- Experience in recruiting and managing employees, volunteers and consultants;

- Outstanding interpersonal skills and ability to work in a multi-cultural and multi-national environment;
- Ability to represent the organization effectively and to create sustainable partnerships in a wide range of fora;
- Experience in international activities, projects, or events;
- Must be able to work officially in Canada.

The position is based in Montreal, Canada but frequent overseas travel is required.

The full job description is advertised below.

APPLICATIONS

To apply for the post please send us—**the latest by Thursday 31 May 2018**—a letter of application stating the skills and approach that you would bring to the post to meet the requirements, your vision of the Federation's future, along with your CV/resume (no photos) in English **BY EMAIL ONLY** to: amlegault@wfsj.org

We thank all applicants, but only selected candidates will be contacted.

DETAILED JOB DESCRIPTION

Job title:	Executive Director
Organisation:	World Federation of Science Journalists (WFSJ)
Required languages:	English, French an asset
Reports to:	WFSJ President and Board

1. BROAD FUNCTIONS

The **World Federation of Science Journalists (WFSJ)** is an international federation of 59 associations of science journalists. It has an international board, and the secretariat is based in Montreal (Canada). Its main activities are the World Conference of Science Journalists, held every second year; international summit on science journalism; training programs in science journalism; and international competitions.

Reporting to the WFSJ Board through its President, the Executive Director is in charge of developing, designing, and implementing the WFSJ strategic vision and yearly work plans. He or she is responsible for the day-to-day operations of the WFSJ Secretariat, activities, projects, and relations with member associations. He or she is also responsible for providing advice and support to the WFSJ Board.

The Executive Director is tasked with identifying and securing funding for the activities of WFSJ and nurturing relationships with donors. The Director is required to travel and to represent the WFSJ at both national and international meetings and events.

www.wfsj.org

2. FUNCTIONS

STRATEGIC

- Develops in collaboration with the Board and following consultations with the member associations the strategic vision, long term goals, key activities and budget of the World Federation of Science Journalists;
- Develops and writes a long term strategic plan for approval by the WFSJ Board that includes objectives, funding strategies and tactics;
- Reports quarterly to the WFSJ Board on the implementation of the work plan and programs.

FUNDRAISING

- Develops innovative fundraising, marketing and income generation strategies and plans;
- Maintains relationships with current donors and develops new partnerships;
- Plans, organizes and coordinates fundraising activities and visits;
- Designs and reviews funding proposals and project budgets;
- Coordinates the production of a range of information tools and products for promotion and fundraising purposes;
- Reports quarterly about fundraising results and prospects to the Board.

WFSJ SECRETARIAT AND DAILY OPERATIONS

- Maintains and manages the WFSJ's office;
- Recruits, trains, and supervises the WFSJ staff;
- Ensures a collaborative, mobilizing, stimulating, respectful working environment with a good team spirit;

- Makes sure that the Federation maintains the following capabilities and operations:
 - maintenance of WFSJ as a legal and financial entity;
 - the efficient operation of the WFSJ office;
- Authorizes and supervises all important financial transactions to control expenditures and overall budget;
- Travels to participate in board members, meet donors, and to visit associations.

WFSJ PROGRAMMING

- Prepares, presents and implements an annual budget for WFSJ;
- Develops, directs and supervises all WFSJ activities and projects;
- Directs the planning and organization of the World Conference of Science Journalists;
- Recruits and supervises required personnel for the implementation of WFSJ projects;
- Ensures that WFSJ projects have the required resources and deliver expected results;
- Makes sure that the donors' requirements and expectations are met;
- Ensures that financial and accounting reports and practices meet international accountability standards.

RELATIONS WITH MEMBER ASSOCIATIONS

- Ensures that member associations are involved in WFSJ affairs and activities and that the member associations and partners are informed about their rights and responsibilities, particularly regarding the election process and governance issues;
- Implements a process of regular consultation with member associations regarding the WFSJ goals and activities;

WFSJ BOARD SUPPORT

- Maintains ongoing and close communications with the President and the Board;
- Organizes quarterly meetings of the Board in close collaboration with the President.

3. COMPETENCIES AND CRITICAL SUCCESS FACTORS

CORPORATE COMPETENCIES

- Management experience in national and international organizations;
- Ability to understand and implement the mission, vision and values of the worldwide community of science journalists;
- Ability to understand the issues of an international NGO;
- Passion for and demonstrated skill at fundraising;
- Thrives in a multicultural and international context;
- Ability to communicate effectively and present complex issues with clarity to a wide variety of audiences;
- Exceptional ability to develop and manage all aspects of international projects and partnerships, from inception to evaluation.

Leadership and Self-Management

- Strong leadership capabilities and skills;
- Political skills;

- Strong track record of creativity and in the implementation of original programs and activities;
- Focused on results;
- Ability to inspire, motivate and supervise staff;
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrated openness to change;
- Tact, enthusiasm and motivation;
- Responds positively to feedback and suggestions.

Development and Operational Effectiveness

- Capability to develop a broad vision and pursue long term goals and objectives;
- Functional computer skills.

Planning and Organizing

- Ability to prioritize own work and work of others;
- Ability to work under pressure;
- Ability to deliver assignments in a timely manner.

4. RECRUITMENT QUALIFICATIONS

Education:

- University level in discipline related to science, journalism, international affairs or management.

Experience:

- Preferably more than ten years of management, administrative, and finance experience
- Experience in an Executive Director position
- Experience in science journalism, journalism or communication
- Experience with international travel and activities
- Fluency in written and oral English and working knowledge of French (situated in Québec, the language of work in the office is French, while English is used for the affairs of the World Federation)

Language requirements:

- Experience in fundraising, financial management and international development

Other skills:

- Political skills

Other requirements:

- Must be able to work officially in Canada