



EuroGeographics is looking for a Secretary General & Executive Director to lead the Association and its international engagement and representation activity, and ensure it has effective presence at the highest levels, building constructive partnerships with European and global stakeholders.

You are a leader that understands the political context within which our members operate and takes account of wider impacts (incl. the International policy agenda and European legislative agenda), to develop long term implementation strategies that maximise opportunities for EuroGeographics members. You understand the value of data in a digital society, with a good understanding of political, policy and commercial issues affecting data in general, and knowledge of geospatial data.

ABOUT EUROGEOGRAPHICS

EuroGeographics is a Belgian based, independent international not-for-profit organisation, representing Europe's National Mapping, Cadastral and Land Registration Authorities. We believe in a society empowered by the use of trusted geospatial data and services from these official national sources. We represent more than 60 organisations from 46 countries across Europe. EuroGeographics is financed by membership subscriptions, EU grants and income from the sale and licensing of some pan-European data products. The model of the association is evolving in light of new EU policy and legislation (e.g. Open Data Directive). EuroGeographics employs staff based at its Brussels HQ but also across Europe, both on permanent and contractual basis. The work force is comprised of experts in areas such as: Finance & Compliance, Office & Project Management, Operations, Events management.

For their HQ offices in Brussels, Belgium, EuroGeographics is looking to hire a m/f:

Secretary General & Executive Director

Reporting to EuroGeographics President

Leading EuroGeographics as the representative body for national mapping, cadastral and land registry authorities in Europe, ensuring its strategic objectives are achieved and operational activities delivered.

YOUR RESPONSIBILITIES

1. Representation

- Ensure the organisation and its mission, programme, products and services are consistently presented in a strong and positive way to relevant stakeholders.
- Establish and develop influential contacts and networks within the European Institutions and in the European and International Geographic information community.
- Represent EuroGeographics' member's interests in European and International forums.
- Protect and develop the EuroGeographics brand, reputation and intellectual property.

2. Service to the Members

- Understand the needs of member organisations, prioritise and deliver services which support the members in their national role.
- Ensure that the association delivers specific and relevant membership benefits to sustain and encourage membership growth.
- Manage strategic business relationships and benchmark the association against competitors. Seek strategic and operational partnerships when appropriate

3. Leadership & People Management

- Identify, assess, and inform the Management Board of internal and external issues that affect the organization; participate in developing a vision and strategic plan for association's activities.

- Together with the President, act as spokesperson, communicating a clear vision and direction to members and external stakeholders.
- Lead a small but highly professional, multilingual, geographically distributed team of the association's secretariat.
- Manage and motivate members of the secretariat through support, development opportunities and the setting and review of objectives.

4. General Management

- Support the Board in taking appropriate decisions, by providing relevant policy and operational information, including business cases.
- Develop an operational plan and budget which advances the strategic objectives and activities and ensures its financial sustainability.
- Manage the organisation's resources within the budget and provide accurate management accounts and financial reports.
- Oversee the efficient and effective day-to-day operation of the organization.
- Ensure that the association meets its legal, financial, employment and administrative obligations in accordance with relevant laws, (incl. the Belgian law of associations) and Articles and Rules and Regulations of the Association.
- Oversee the planning, implementation and evaluation of the organization's representation, membership services, projects and products and management systems.
- Deliver tactical and operational decisions to achieve the vision and mission of the association and its operational plan. Work together with the Management Board on strategic decisions.

QUALIFICATION AND EXPERIENCES

- University degree (Masters level or other post graduate degree), preferably in: Mapping, geospatial (or equivalent); Management, Economics, Public policy (or equivalent).
- Proven track record of working in an international environment is a must.
- Experience of working in a NMCA, membership association or public sector organization is desirable, as is experience of working at Board level or reporting to Board.
- English is the working language of EuroGeographics, hence high written and oral ability is required. Knowledge of other languages spoken on the European continent is a plus.

INTERESTED?

For this recruitment procedure, we are working exclusively with our HR advisor, Hudson Benelux. Therefore, should you be interested in this vacancy please surf to jobs.hudsonsolutions.com and apply online. Your response will be dealt with promptly and confidentially.