**Job Title: Executive Director**

**Specific Responsibilities**

Lead the management of the IGU organisation in being the authoritative organisation for the global gas industry

Serve as the Chief Staff Officer under the direction of the President and the Board of Directors (current Council). Has the full authority and responsibility for managing the IGU, and all programs within the established guidelines. Is responsible for all administrative and programme responsibilities.

Ensure that IGU delivers on its mission and strategic plan by fulfilling its objectives

Develop the IGU business strategy and annual operating plan and ensure its alignment with IGU’s long term objectives and triennium goals

 Represent the gas industry world-wide through trustful relations with members, key partners and stakeholders across the gas exploration, production, transport and consumption chain

Lead the IGU office and forge a team of high performing professionals.

Manage human resource activities in regards to compensation & benefits, evaluation, continuing education, staff hiring and firing

Is accountable for the performance of all IGU staff in their respective roles and responsibilities within the IGU work plan by setting metrics and monitoring performance against goals.

Oversee all operations and business activities and ensure they produce the desired results and are consistent with the overall strategy and mission

Ensure that IGU achieves its financial goals and long term financial sustainability through accurate business practice and financial management and forecasting

Oversee all financial activities including preparation and monitoring of annual budget with Treasurer, reviewing accounting reports and monthly financials, managing long/short-term investments with Treasurer, assisting auditing process.

Enforce adherence to legal guidelines and IGU policies to maintain the IGU’s legality and business ethics

Serve as official spokesperson of IGU for speaking engagements etc on an ongoing basis in partnership with the President, who will assume his official role as spokesperson subject to his availability and schedule

**Qualifications (Requirements)**

Proven experience as executive director or in other senior managerial or leadership position with fiscal accountability and preferably in the international association sector

Experience in developing business strategies and implementing vision

Strong understanding of corporate/organisational finance and performance management principles

Familiarity with a range business functions such as marketing, PR, finance etc.

Demonstrates effective negotiation and collaboration skills

Maintains professional and positive demeanour

Works within the standards of ethical business practice

In-depth knowledge of association governance and general association management /member organisation best practices

An entrepreneurial mind set with outstanding organisational and leadership skills

Analytical abilities and problem-solving skills

Excellent communication and public speaking skills (fluent spoken and written English is a must, other languages are a strong asset)

Knowledge or insights of the gas industry will be considered an advantage

**Reporting line**

The Executive Director reports to the IGU President, Executive Committee (currently Management Team) and Board of Directors (currently Council) and is accountable for deploying the IGU strategy

The Executive Director has an advisory role towards the President and the IGU Executive in the development of the IGU mission and strategic objectives

The Executive Director is accountable for accurate financial management and reporting, allowing the IGU Executive to assume its fiduciary responsibility

The Executive Director is accountable for operational tactics and staff performance to meet KPIs of established annual budget and five year business/operating plan

**KPIs**

The performance of the Executive Director is directly linked to IGU reaching its goals under the strategic objectives and presidency focus, and specifically in regards to:

The IGU reaching the growth targets of having combined Charter-, Associate-, Premium Associate- and other members of 226 by 2032

The IGU establishing strategic partnerships that effectively raise the support for natural gas an important global clean and efficient energy source

The IGU reaching strategic communications and advocacy targets, increasing its profile and impact as the global voice of the gas

The IGU conferences (WGC, LNG, IGRC) to contribute an annualised revenue of at least 1.2m€ million as of 2025

The IGU achieving its annual budgets (revenue and expense targets)

(January 2019/MCI/20191014/LBR)