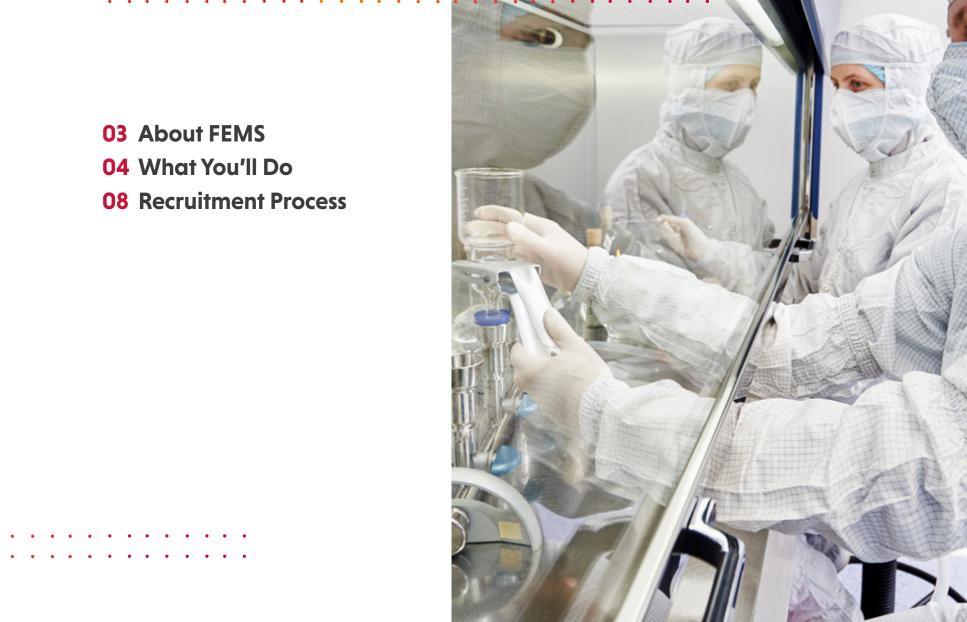
# Executive Director The Federation of European Microbiological Societies (FEMS)



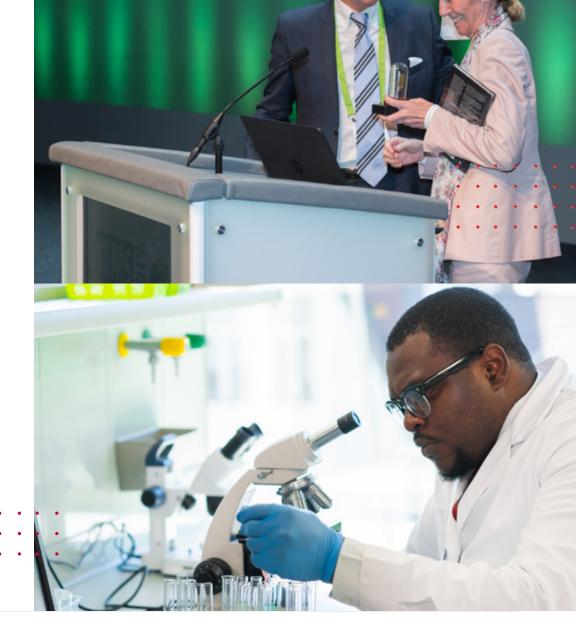






The Federation of European Microbiological Societies (FEMS) is seeking an Executive Director to provide strategic leadership and to deliver the aims and mission of FEMS. We are a coalition of more than 57 Member Societies from 40 countries, a diverse network of 30,000 individual microbiologists. Our central office with a small international team is based in Delft, but we work with hundreds of individual scientists, partners, and suppliers across Europe.

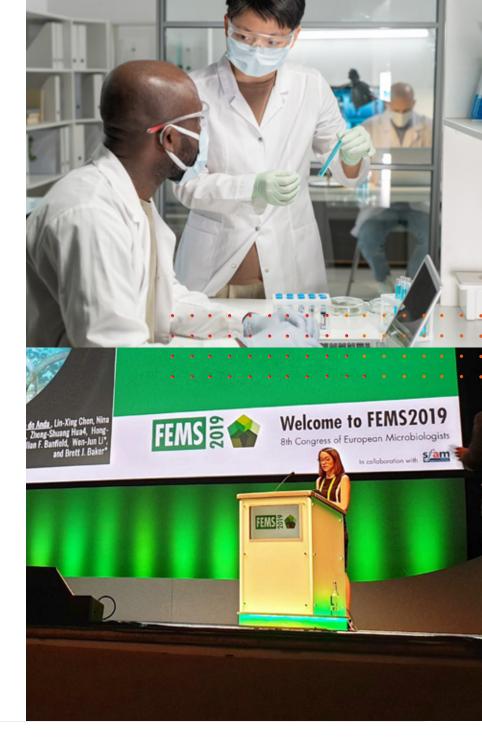
Our commitment is to support microbiologists to do their work, promote the best in microbiological research and knowledge to the world, and bring microbiologists together to share that knowledge. As a not-for-profit organization, we reinvest our revenues into supporting microbiologists throughout their career, publishing and promoting scientific research in our journals and organizing events to bring scientists together.



The Executive Director is responsible for overseeing day-to-day activity of the Federation, as well as helping to design, develop, and implement strategies, plans and policies. The Executive Director is responsible for working with the Directors and Council in the development of the Federation's strategic aims, and for delivering the achievement of these, both directly and through a team of staff and volunteers.

The Executive Director provides leadership to the Federation, in liaison with the Board of Directors and reports to the Board on a regular basis. The Executive Director is responsible for the core activities of the organization, including publications, events and, network building as well as for keeping track of resources, including staff, budget and other assets of the Federation. The Executive Director analyses performance to review and enhance efficiency and meet strategic goals, serving as chief administrator for all the Federation's daily operations and programs, fostering a collaborative, positive and "can-do" working culture.

The post requires excellent leadership skills; knowledge of the global scholarly communications environment; good written and spoken communication skills; strong team management and motivational skills with the ability to prioritize. Effective time management skills, administration and organizational skills and attention to detail are also required. A sound knowledge of research-based publishing, and an understanding of the issues faced by publishers, particularly non-profit publishers, and related businesses is fundamental.



### **Essential Functions**

#### **Overseeing Operations**

The Executive Director ensures smooth running and efficient operation and administration of the Federation's operational activities. The Executive Director is responsible for ensuring all operational processes and systems are efficient and effective achieved by managing people and developing a high-performance team, managing budgets and resources, and overseeing organizational planning and information flow. The Executive Director supervises, supports, and works closely with the FEMS team of project managers and officers, providing direction, training, and mentorship. To ensure sector-wide best practice, the Executive Director will also consult specialists as appropriate (e.g., legal, tax, building services) to ensure compliance with legal, funding, and charitable regulations.

## Managing the Team

This Executive Director's responsibilities include managing the Federation's core administrative team: the processes of recruiting, hiring, and training employees; planning, assigning, and directing work; appraising performance, motivating, and retaining members; addressing complaints and resolving problems. The Executive

Director is expected to create, motivate, manage, and direct a high-performance team and support and guide them in their professional development.

## Problem solving and initiative

The Executive Director provides leadership and management to ensure that the mission and core values of the Federation are put into practice. Initiative and discretion are required to respond and develop effective solutions to business challenges. The Executive Director leads on the development and operational infrastructure of systems, processes, and personnel to achieve objectives of FEMS and collaborates with the Board to develop and implement plans for the strategic growth and development.

# **Financial Management**

The Executive Director works with other members of staff, the Financial Consultant and Finance Director to produce an annual budget for the approval of the Board. Throughout the year, the Executive Director provides financial management and oversight, in liaison with the financial consultant to ensure that financial forecasts are being met. The annual budget

and major purchases are subject to the approval of the Finance Director and, where necessary, the Board of Directors. The major source of income for the Federation is our publications and our publisher, Oxford University Press (OUP), is a key business relationship, managed by the Executive Director. The Executive Director is also responsible for ensuring financial practices and processes are efficient and meet relevant regulations.

#### Working with the Board of Directors

The Executive Director supports the Board with their strategic decision making and executing their decisions. The Executive Director provides information on the Federation's activities and developments to the Board, to enable them to have sufficient oversight. This information is also provided in person via four Board meetings per year, which the Executive Director is expected to organize and facilitate. The Executive Director collaborates with Directors to assess and prioritize new project proposals, activities, and initiatives from within and outside the Board.

05 Dober Partners Executive Director I FEMS

# Working with publisher(s)

FEMS has a portfolio of 7 journals which we publish with our not-for-profit publisher Oxford University Press. We are committed to publishing high-quality scientific research that is accessible and more easily shared across borders. A key aspect of FEMS revenue derives from FEMS publications and it is vital that the Executive Director works with the Managing Editor, Publication Director and wider editorial boards.

### **Communicating and Building Networks**

The Executive Director oversees promotion of the Federation at events, in promotional materials, and on social media outlets, seeking to strengthen relationships with Member Societies and the wider microbiology and STEM community. The Executive Director works to raise FEMS' profile whenever possible, including identifying potential partnerships and promoting both internal and external collaboration. The Executive Director represents the organization, collaborates with a wide range of stakeholders, many of which include diverse groups and cultures, and it is vital for the Executive Director to be able to collaborate, connect, and make a positive impression. The Executive Director should be comfortable speaking about the objectives and success of the organization and communicate passion and excitement for the organization's mission in public messages.

## Key deliverables and outputs

- The Federation operating within budget and meeting financial and other objectives
- Strategic objectives identified and delivery plans to achieve these established
- Motivated, committed, and professional staff
- Collaborative and positive relationships with the Board of Directors
- Closer connections and collaborations with Member Societies and other relevant organizations



O6 Dober Partners Executive Director I FEMS



## **Essential requirements**

- Right to work in the EU
- Significant managerial experience, preferably by working in a scholarly society or academic environment
- Experience in the organization and management of support processes and operational management in a professional organization
- Knowledge of the global scholarly communications environment, particularly academic journals and publications
- Demonstrable advanced knowledge of, and experience with finance and control processes.
- FEMS' operational language is English; excellent communication skills and proficiency in the English language (English is either your native language or you are at least certified at C1 level in the CEFR or equivalent).

## The benefits of working at FEMS

We are a positive and supportive organization and foster an atmosphere of inclusion and equal opportunities. We are keen to attract highly talented individuals from a diverse range of backgrounds and welcome applications from people of all experiences and promote family-friendly and flexible working practices. We work in a light, spacious and well-equipped office in Delft, easily reached by public transport from Leiden, Rotterdam, or the Hague and are a cycle friendly workplace with secure bike parking spaces and shower facilities.

# What we can offer you

This role is for 36 hours per work week and includes:

- Opportunity to grow and develop on the job, with generous training and support
- 8% annual holiday pay (due in May)
- 192 holiday hours per annum
- An employer that promotes familyfriendly and flexible working practices.
- Travel costs to and from work (according to our terms and conditions)

**Executive Director LEMS** 

 Generous pension plan (though this can be waived at the request of the employee)





Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document, and using their discretion and expertise to recruit a new Executive Director, together with the Board of Directors of FEMS.

If you wish to apply for this position, please send your CV and motivation letter to the Dober Partners – FEMS search team below by 20 May 2022 at the latest but preferably much sooner.

Please note that up to 6 shortlisted candidates will be invited to interview in Delt, Holland all in one day to be confirmed late June (likely to be one day between June 21-24th).

For further information please contact:

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