

— **Director of Operations**  
CropLife International



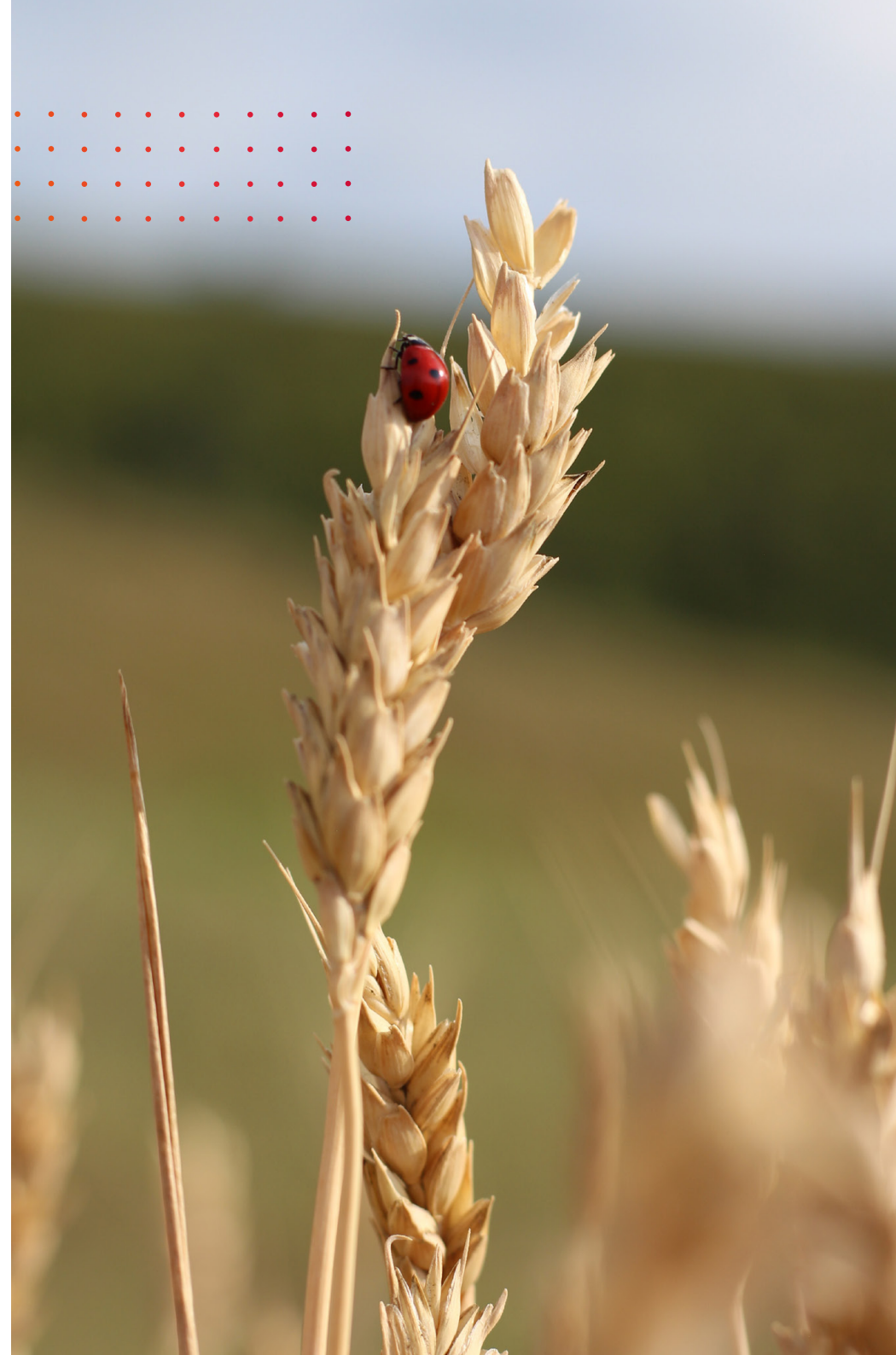
**Dober Partners**  
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## Advancing innovation in agriculture for a sustainable future.

With an expected global population of 9 billion by 2050, humanity's future will depend on our ability to address our most basic need – food. The challenge is to feed our growing population while protecting the planet to ensure a sustainable future for all.

For starters, we need to reduce barriers to innovation so we can chart a path towards greater sustainability in agriculture and our global food systems. CropLife International represents the world's leading R&D companies – BASF, Bayer Crop Science, Corteva Agriscience, FMC, Sumitomo Chemical, and Syngenta – who are actively working to address some of our world's biggest challenges.

By working with our industry members, our global network and a diverse range of partners – we can drive actionable progress toward our global ambitions of increasing food security, adapting to and mitigating climate change, and enhancing biodiversity.

At the end of the day, farmers require access to the technologies, tools, and knowledge they need to make a difference; and CropLife International is proud to help make that happen.

### **CropLife International PURPOSE**

Advance innovation in agriculture for a sustainable future.

### **CropLife International VISION**

Play a leading role in enabling sustainable food systems.

### **What we do**

As a global advocate for the plant science industry, we champion innovative technologies that enable farmers to sustainably increase productivity, while managing the critical challenges facing our climate and the environment. We enable innovation by advocating for trade and regulatory policies that give farmers access to the technologies required to meet these challenges. This includes ensuring the responsible and safe use of plant science innovations.

### **How we do it**

By uniting diverse partners around common goals, we can take concrete actions to help farmers grow more food on less land sustainably. Working with an empowered global network, we focus on science-led solutions that address productivity, mitigate effects of climate change, and protect critical natural resources.

### **Why it matters**

The time to act is now – and our future will depend on our ability to sustainably feed a growing population, while fighting climate change and supporting biodiversity. We must therefore focus on clear sustainability outcomes that include food security, climate change, and biodiversity.

CropLife International is creating a new position of Director of Operations, reporting to the Chief Operating Officer. The Director of Operations holds a leadership position in the CropLife International office in Brussels. He/she is a member of the leadership team and contributes to overarching strategic decisions. The Director participates in meetings of the Board of Directors and assists the President & CEO and Chief Operating Officer in their preparation.

## Key responsibilities:

### Financial operations

- Ensure the establishment of an annual budget and calculate project contributions by members
- Keep oversight of accounts payable, accounts receivable and cash flow
- Maintain system designed to track income and expenditure
- Manage third parties such as external accountant
- Manage tax-related aspects of the association
- Maintain relations with external financial auditors
- Report financial results to Board of Directors

### Risk management

- Understand and mitigate key elements of the associations exposure to legal or financial risks
- Create relevant policies and ensure they are communicated and followed, especially compliance with anti-trust rules
- Ensure implementation of Conflict-of-Interest Procedure
- Ensure that the association complies with all legal requirements
- Ensure that tax status is maintained and proactively avoid tax issues
- Maintain appropriate insurance coverage for association, office and staff

### Human resources

- In cooperation with leadership team develop job profiles
- Establish cooperation with advisory firms
- Structure and guide the selection process for new staff
- Develop salary packages/ offers
- Oversee employee benefit plans, develop cost-effective benefits packages
- Provide current and prospective employees with information about policies, job duties, working conditions, salary and employee benefits
- Ensure that performance reviews are conducted for all staff
- Develop settlement agreements in case of terminations





## Operational

- Develop and implement operational best practices: operating plan development; Terms of Reference implementation and update
- Maintain systems and processes which support the interaction of staff and members and ensure that information is stored and shared properly
- Ensure adherence to work regulations.
- Ensure cost-effective purchasing, development and use of resources (intranet, telephones, equipment, office lease)
- Fix issues as they occur related to cooperation among association

## Projects

- Coordinate specific projects which involve crop protection and plant biotechnology issues
- As the case may be take on specific projects which are suited to the profile of the Director of Operations. This may include to manage a Committee and related projects.

## Staff responsibility

- Operations Manager, 1 admin staff

## Required Education and Work Experience

The candidate should have a master's degree business administration or accounting (MBA), or equivalent business experience and 10+ years of progressively responsible work experience for a major association or company. Candidates with additional experience in the field of human resources and legal will be given preference.

## Required Competencies

- Proven leadership and coordination skills
- Accurate, diligent, practical, persistent and committed
- Strong interpersonal skills and proven ability to work in a team-oriented way
- Excellent presentation skills
- Open-minded and able to work effectively in culturally diverse environment
- Strict commitment to confidentiality
- Excellent judgement skills



# Recruitment Process



The specialist Executive Search firm, 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 help recruit a new Director of Operations, together with the leadership of CropLife International.

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