

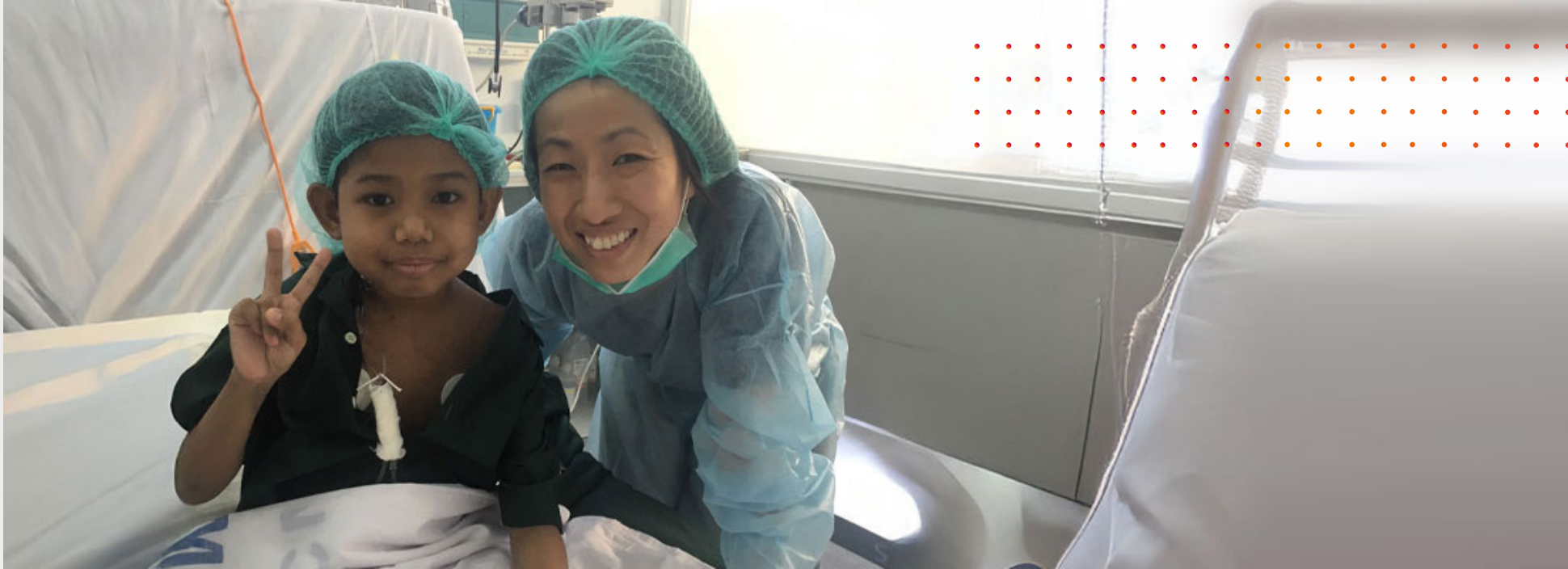
— **Head of Governance  
& Executive Affairs**

The International Society  
of Nephrology (ISN)



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Since 1960, the International Society of Nephrology (ISN) has worked to advance global kidney health through education, grant programs, research and advocacy. The ISN represents a wide international network and provides an efficient platform for timely scientific exchange and knowledge-sharing among healthcare professionals around the world.

It is also dedicated to addressing the disparity between the developing and developed worlds in the research, diagnosis, treatment, and prevention of kidney disease.

The ISN has 10,000 professional members from more than 126 countries. In addition, it closely collaborates with over 70 national and regional nephrology societies worldwide, representing 20,000+ professionals. The ISN continues to develop and consolidate several programs, initiatives and partnerships that will help to further advance its vision of a future where all people have equitable access to sustainable kidney health.



# What You'll Do

The Head of Governance and Executive Affairs position at the ISN offers the opportunity to provide strategic, operational, and administrative support to the society's top leadership—including the President, Executive Committee, Council, and Executive Director (ED). This role works closely with the ED and serves as a vital bridge between executive leadership, internal departments, and external stakeholders, ensuring clear communication on and alignment with organizational priorities and society governance.

This individual plays a pivotal role in overseeing effective governance and regulatory compliance, helping to guide the society's leadership and membership in accordance with the society's bylaws and policies, and nonprofit best practices at large.

The Global Operations Center for ISN is based in Brussels with an American Operations Center in Cranford, New Jersey. The Head of Governance and Executive Affairs could work either from the Brussels office as a salaried employee, or remotely in another country as an independent contractor. Some international travel will be required with this role given the global nature of ISN.



## Key Responsibilities

- Working closely with the ED, responsible for supporting ISN's main leadership bodies including the Executive Committee (ExCom), Council and Regional Boards.
- Oversees and guides the operation of ISN Supporting Groups (committees, working groups and advisory groups), ensuring their work achieves ISN's objectives as set out in ISN's governance documents, ISN Bylaws and current ISN Strategic Plan 2024-30.
- Maintains governance documents for and supports good governance practices of ISN.
- Provides advice/guidance on governance and leadership-related matters to ED, volunteer leaders and ISN staff, as needed.

## Executive Affairs Management

- Provides strategic input and coordination for executive communications, initiatives, and society-wide priorities.
- Ensures alignment of executive-level activities with the society's mission, goals, and governance processes.
- Manages confidential and sensitive matters with discretion and professionalism.

## Executive Committee

- Works closely with the ED to integrate and bring into effect ExCom decisions, especially those related to governance and leadership.
- In support of the ISN President and ED, organises meetings and leadership retreats – both content (prepares agendas, content for slides, reading material, reports, minutes and action point follow-up) and logistical support (works closely with Events Team to send and monitor invitations, coordinate third-party attendance, presentations and meeting logistics).



## Council

- In support of the ISN President and ED, organizes Council meetings and webinars – both content and logistical support.

## Regional Boards Management and Coordination

- Under instruction from the ED, manages Regional Boards' work, including organizing the agenda and meeting of ISN Regional Board Staff Liaisons.
- Manages global communications to all Regional Boards.
- Serves as staff liaison to 2-3 regional boards.

## General Assembly

- Organizes all aspects of the Annual General Assembly meeting, under instruction from the ISN President and ED.

## Governance

On instruction from and in conjunction with ISN Leadership and the ED, develops and implements good governance policies and practices for the Society, namely:

- Develops and periodically reviews key governance documents (e.g. Bylaws, elections process, Supporting Groups roles and responsibilities documents).
- Develops policies, procedures and templates (Diversity policy, Terms of Reference (TORs), New Project Proposal process and template, etc.).
- Updates ISN Travel Policy (liaising with Finance Manager, Executive Director and Secretary/Treasurer (as required) and communicates same to leadership groups affected by policy.

## Leadership Budgets

- Responsible for developing and monitoring annual leadership budget for ExCom, Council and Regional Boards, and related staff expenses.

## Elections

- Manages leadership elections (every 2 years).
- Manages the Nominating Committee and Nominations/Elections process.

## Skills & Experience

- Very detail-oriented, process-driven, precise, but with a flair for assessing what is important and what can be deprioritized.
- Administrative and computer skills, including excellent knowledge of Word, PowerPoint, Excel, Outlook, and Internet tools.
- Accounting experience.
- Familiarity with legal documents wording and ability to review and improve terms and conditions.
- At ease with the use of various software and intranets for sharing information in closed communities.
- Fluency in spoken and written English (other languages would be an asset).
- Team player, ability to coordinate a team and enforce policies and procedures without having line-management authority.
- Ability to take initiative, prioritize and work under set deadlines.
- Ability to function accurately and efficiently in a multi-task work environment.
- Ability to work independently and in a team.
- Willingness to learn new skills and flexible in terms of responsibilities.
- Knowledge of website CMS (WordPress) is an asset.
- Knowledge of web-based mass mailing tools (MailChimp), and basic knowledge of HTML are important assets.

# Recruitment Process



The specialist executive search firm Dober Partners has been retained by ISN 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 Head of Governance & Executive Affairs.

Please send your CV and motivation letter as soon as possible to the Dober Partners ISN team at:

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