



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

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IFOAM is now recruiting an Executive Director who will lead the organization from the Head Office.

Organic Agriculture is currently practiced by more than one million farmers. The organic markets have been growing at a rate of 20 percent per year over the last decade and are valued today at USD 30 billion worldwide. At the center of this development is IFOAM - The International Federation of Organic Agriculture Movements with 750 members in 105 countries.

Our members are organizations covering the whole organic chain; producers, certification bodies, trade development NGOs, consultancy and research. The activities include the Organic Guarantee System, international lobbying, promotion and information exchange. The Head Office, with 15 staff members, is located in Bonn, Germany.

The Executive Director is accountable to the Board of Directors for leading and managing the operations of the organization. The Executive Director pro-actively supports the Board of Directors and leads and motivates the staff.

Applicants will need to demonstrate a proven management track record preferably in inter-national non-governmental organizations. Skills in communication, managing people, strategic thinking and planning are essential. Experience in policy, lobbying and promotional work in the field of agriculture, environment or sustainable development will be highly regarded. A commitment to the IFOAM mission is a precondition.

### Applications

Applications should contain an application letter, a CV and professional references from at least three persons, all in English. Any special requests for salaries and other working conditions should be specified. The applications shall be addressed to the IFOAM President, by e-mail to [recruitment@ifoam.org](mailto:recruitment@ifoam.org). Applications shall have reached us no later than 1 January, 2009.

## Job description

### Title

Executive Director

### Relationships

Is accountable to the Board of Directors (World Board) and keeps the President regularly informed of activities, projects, finances, human resources and operations. Serves and communicates with the World Board. Participates as a non-voting member in the World Board meetings.

### Main function

Responsible for the overall management of the Federation. Develops and implements budgets, plans and programs as approved by the World Board.

### Responsibilities

- Facilitates the development and recommends for approval of the World Board long-term strategies for the Federation.
- Develops and recommends for approval of the World Board positions on matters critical for the Federation or the organic sector at large.
- Maintains open communications and dialogue with the members of the Federation and manages an effective member service program.
- Communicates the mission and objectives of the Federation to the public.
- Represents the Federation in cooperation with the World Board
- Plans, recommends for approval and operates within an annual budget.
- Establishes the structure for the federation's offices and staff, according to an organizational plan approved by the World Board.
- Establishes the administrative policies and procedures needed for an efficient and transparent operation.
- Administers an effective personnel program, recruits and discharges staff.

- Prepares the meetings of the World Board and the Executive Board.
- Leads the staff through cooperative management
- Ensures that the Federation operates according to legal requirements.
- Performs any other duties as required for the operation of the Federation or deemed necessary by the World Board.

## Qualifications

### Required:

- At least 10 years experience in management with at least 5 years in a senior management position
- Fluency in English
- Willingness to travel extensively
- Excellent communicator
- Analytical skills and strategic thinking
- Experience and knowledge of issues of concern for the organic sector
- Personal qualifications include creativity, patience, integrity and vision

**Preferred:** background in Organic Agriculture and relationship with an IFOAM member organization, fluency in other major language(s)

### Profile of the Executive Director

- Makes decisions
- Seeks out input
- Analyzes input
- Seeks consensus but not to avoid making decisions
- Bridges constituents; seeks balance; is diplomatic
- Leadership of the team; staff and other stakeholders
- Articulate even with complex or sensitive issues
- Grasps the big picture
- Absorbs information and able to recall when needed
- Attention to but not bogged down in detail
- Attentive to staff and other stakeholders

- Excellent negotiator
- Executes organization's mission
- Defends organization and its mission in public and private

### Conditions

- Full time position stationed at the IFOAM Head Office in Bonn, Germany
- Salary and other conditions will be negotiated depending on the background of the applicant.
- Employment to commence 1 May 2009 or as agreed.