**ESRS Administrative Manager or Executive** (100%)

The European Sleep Research Society (ESRS) is a European scientific non-profit organization. We promote all aspects of sleep research and sleep medicine with about 1,500 direct members from Europe and the rest of the world, and 10,000 affiliated members from 33 national sleep societies in Europe. With annual congresses across Europe and our publications and other activities, we are the main actor in Europe in Sleep Medicine and Sleep Research.

We are looking for a person, fluent in English, who will take care of our administrative and financial issues as well as coordinating the annual meetings with the Professional Congress Organizer (PCO) and help raising funds.

As an administrator, the person serves as a dynamic liaison between the ESRS Board and ESRS staff to prioritize and coordinate activities to ensure that ESRS needs, objectives, and work plans are being met. In consultation with the Board, the Administrative Manager manages the business, functions, administration, programs, global budget, and activities of ESRS as established in the strategic plan by the Board. The Administrative Manager manages the PCO for the organization of the ESRS Congress; works with the Treasurer to ensure the financial stability of ESRS; and together with the Digital Communication Manager supports the Editorial Manager, to ensure the quality and timeliness of the Society publications (Journal of Sleep Research, Textbooks, newsletter, website, and miscellaneous publications).

**JOB DESCRIPTION**

**Operational management**

The Administrative Manager shall be the administrative agent of the Board and the manager of ESRS staff. He/she shall be available to the officers, committees and members of the Board for any administrative or financial issues of ESRS as well as congress or sponsoring/ fundraising issues. He/she works under the responsibility of the ESRS Board, and reports to the ESRS President. For financial matters, he/she reports first to the ESRS Treasurer.

**Administration**

- ESRS membership administration and financial issues
- ANSS membership administration
- ESRS Sleep Medicine Textbook sales
- ESRS grants, ESRS Sleep Science School administration
- Archive: Keep and archive of contracts, legal documents and accounting documents in accordance with legal requirements
- Support of committees and task forces (organize committee and task force meetings and provide participants with necessary information; participate and keep minutes)

**Accounting**
- Handle ESRS accounts and payments (ESRS membership, ESRS Sleep Science School, ESRS Textbook sales, ESRS Examination in Sleep Medicine)
- Provide final statement end of each year and prepare annual Treasurer report
- Prepare documents for independent audit, tax declaration and tax office requests in collaboration with ESRS tax advisor
- Handle ANSS financial activities and provide annual financial report to ANSS

**Congress Manager**
- Be the link between the ESRS Board and the PCO
- Overview the activity of the PCO in charge of the organization of the ESRS Congresses
- Ensure on-time delivery, while respecting budget constraints
- Assist the Board in decision-making process for locations, organization, logistics ... (dashboard, report, performance indicators).
- Evaluate the current PCO and launch a call for bids for a new PCO from 2023
- Evaluate possible internalization of Congress Organization
- Manage the Congress destination selection process and explore new opportunities

**Staff management**
The Administrative Manager will be responsible for coordinating all efforts between employees and volunteers to achieve maximum results regarding ESRS goals.

- Supervision of ESRS Digital Communication Manager and organizer of ESRS Examination in Sleep Medicine
- Responsible for all staffing needs including advertising for and accepting applications for vacant positions, interviewing potential candidates, making recommendations for hiring, termination with Board approval, salary surveys and reviews. Conduct regular performance evaluation.

**ESRS Representation & Community Relationships**
- Represent ESRS at Congresses and at other Congresses where ESRS is present
Establish and maintain cooperative agreements with likeminded organizations (Scientific Societies)

FUNDRAISING
- Help meet revenue goals to ensure adequate funds are available to permit the organization to carry out its work
- Establish positive relationships with supporters (e.g., ESRS Global Partners, sustaining members, etc.)
- Identify grant opportunities

QUALIFICATIONS & SKILLS

Essential
- A thorough understanding of not-for-profit organizations and of the workings of scientific societies
- Project management and problem-solving experience
- Financial and administrative management skills
- Knowledge of German language
- Evidence of effective Congress Organization skills
- Experience of working with senior academic committees / groups
- Ability to attract grants and funding appropriate for a scientific, not-for-profit organization
- Excellent interpersonal, leadership, and communication skills
- Adept at proactive planning and forward thinking
- Excellent organisational skills and strong attention to detail
- Ability to prioritise and manage multiple tasks concurrently

Desirable
- Experience with international scientific organizations or a similar professional society
- Proven ability to work with international event organizers
- Direct experience of organising large scale international medical conferences / events
- Evidence of working directly with partners or sponsors

Working hours, working conditions (f.ex leave arrangements, open-ended employment), location and salary by arrangement

Application: Applications are to be sent in PDF format by email only to Maria Wiechmann (maria.wiechmann@esrs.eu).

Closing date is June 15, 2020