

## **ESRS Executive Manager** (50-60%)

The European Sleep Research Society (ESRS) is a scientific, not-for-profit organization founded in 1971. It promotes all aspects of sleep research and sleep medicine and has more than 1,500 individual members from all over Europe and the rest of the World, and 10,000 affiliated members of 33 national sleep societies in Europe. With annual congresses, scientific and educational publications and various other activities, the ESRS is the leading actor in Europe in Sleep Medicine and Sleep Research.

To strengthen its operational, strategic and administrative management, the ESRS is looking for an **Executive Manager**, fluent in English and German, who will be responsible of the society's administrative tasks and financial commitments, the coordination of the society's annual meetings in collaboration with a Professional Congress Organizer (PCO), and the support of the society's engagement in raising research and educational funds.

In this exciting new position, you will serve as a dynamic liaison between the ESRS board and the ESRS staff, to prioritize and coordinate the society's activities according to its objectives and needs. In consultation with the board, you will be responsible for taking care of the society's legal and administrative obligations, financial commitments and the global budget, according to the strategic plan established by the board. You will supervise the ESRS Business Administrator and work closely with the ESRS Digital Communication Manager; ensure the quality and timeliness of the society publications (including Journal of Sleep Research, Textbooks, newsletter, and website contents); support the board and the PCO in organizing the ESRS Congresses; and assist the ESRS treasurer in ensuring the financial stability of society.

### **Job description**

#### **Operational Management**

The ESRS Executive Manager shall be the executive liaison among ESRS board, ESRS staff and ESRS members. He/she shall supervise the ESRS staff and be available to the members of the board, committees and task forces for administrative and financial issues. He/she shall be working under the responsibility of the ESRS board and report directly to the ESRS President.

#### **Staff Management**

The Executive Manager will be responsible for the coordination between employees and volunteers to achieve maximum results regarding ESRS goals.

- Supervise ESRS Business Administrator, ESRS Digital Communication Manager, and organizer of ESRS Examination in Sleep Medicine (until 2024)

- Take responsibility 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.

### **Accounting**

- Prepare budget, end-of-the-year financial statement and annual treasurer report
- Provide documents for independent audit, tax declaration and tax office requests in collaboration with ESRS tax advisor
- Manage ANSS financial activities and prepare annual financial report on behalf of the ANSS

### **Congress Management**

- Be the link between the board and the Professional Congress Organizer (PCO)
- Support the PCO in charge of the organization of the ESRS meetings to ensure on time delivery, while respecting budget constraints
- Actively assist the board in selecting Congress locations and organizing the Congress logistics (dashboard, report, performance indicators).

### **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 to achieve the society's goals
- Establish positive relationships with supporters (ex., 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
- 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 setting 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

**Application**

Applications are to be sent in PDF format by email only to Maria Wiechmann (maria.wiechmann@esrs.eu). Closing date is September 30, 2020