



JOB DESCRIPTION

Head of Secretariat, International Cleantech Network

Posted September 15, 2015 by International Cleantech Network

Location: Copenhagen, Denmark

International Cleantech Network (ICN), regrouping the world's leading cleantech clusters, is seeking an ambitious and entrepreneurial leader to guide the organization to greater heights.

JOB PURPOSE

The Head of Secretariat is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The successful candidate, with a proven track record of successful project management and fundraising, will develop and implement a strategy to increase membership, build cluster collaborations and increase the network value-added for the cleantech industry.

PRIMARY DUTIES AND RESPONSIBILITIES

LEADERSHIP

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization
- Liaise with the Board and Vice-Chairs to develop an ongoing plan for member retention and growth
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Develop, lead and support key initiatives and actions to achieve established objectives and targets
- In addition to the Chair of the Board, act as a spokesperson for the organization

OPERATIONAL PLANNING AND PROGRAM MANAGEMENT

- Support the operation, administration and governance of the Board of Directors by advising, informing and interfacing with Board members
- Manage communication, interaction and involvement on a consistent basis with the clusters to ensure alignment and value of membership
- Provide support to the Board by preparing meeting agenda and supporting materials
- Oversee the planning, implementation, execution and evaluation of special projects, events, campaigns and organization's programs and services

FINANCIAL PLANNING AND MANAGEMENT

- Develop annual budget and business planning based on a sustainable funding model to ensure the implementation and success of ICN's strategic goals
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization

PUBLIC RELATIONS/STAKEHOLDERS ADVOCACY

- Serve as media spokesperson for the organization
- Establish good working relationships and collaborative arrangements with all stakeholder

QUALIFICATIONS

EDUCATION

University degree in a related field

EXPERIENCE

Relevant experience in a leading position in a non-profit organization

Experience in clusters management/cleantech business/international development an asset



PROFICIENCY IN THE USE OF COMPUTERS FOR:

- Office Suite
- Financial management

KNOWLEDGE, SKILLS AND ABILITIES

- Communicate Effectively
- Build Relationships
- Focus on Members' Needs
- Adaptability
- Foster Teamwork
- Think Strategically
- Make Decisions
- Plan & Organize
- Creativity/Innovation
- Behave Ethically

WORKING CONDITIONS

- The ICN Head of Secretariat's office will be placed in CLEAN's office in the center of Copenhagen, Denmark.
- The ICN secretariat will have the full support of CLEAN's back-office functions.
- The selected candidate will be offered a Danish employment contract.

REMUNERATION

- The Head of Secretariat will have a salary package comparable to similar positions which is approximately 70 000 - 80 000 euros/year
- The conditions will be similar to other employees at CLEAN, namely a 3-month trial period with reciprocal right to terminate employment with 14 days written notice, no limit on weekly work hours. Overtime is not compensated.
- Benefits include 6 weeks paid vacation, private health insurance on top of public health insurance, ability to work from home.

APPLICATION PROCESS

The selection of the candidates who will be invited for an interview is based on the following application documents:

- Curriculum Vitae (CV)
- Cover letter / Statement of interests
- Diploma and other training-related certificates
- References

If you would like to be considered for this position, please submit those documents before **Monday, October 5th, 2015** to the ICN HR Committee: secretariat@internationalcleantechnetwork.com