



Overview The International Union of Pure and Applied Chemistry (IUPAC) seeks to appoint a new Executive Director.

Position Responsibilities

The Executive Director works collaboratively with the elected officers of the Union, reporting through the Secretary General and the Treasurer to the President, Executive Committee, Bureau and Council to carry out the duties of the organization. The Secretariat is based in Research Triangle Park, NC, and consists of a staff of 3 working there and an Associate Director located at Boston University. Remote work may be considered, but time at the Secretariat will also be needed. International travel is required.

IUPAC offers a competitive salary and an attractive benefit package which is commensurate with the responsibility of the position. The specific conditions will be adapted to the local situation of the successful candidate.

The Executive Director is responsible for:

- Overall administration of the business of the Union
- Management of the Secretariat office and fostering of a positive and productive workplace and organizational culture that promotes excellence and the standing of the Union
- Evaluation and performance review of salaried employees of IUPAC
- Human relations and benefits management for staff
- Preparation of an annual budget and oversight of the Union's finances
- Collaboration with and provision of support for the officers and governing bodies of the Union.
- Interaction with the 54 National Adhering Organizations that comprise IUPAC
- Promulgation of the policies established by the Council, Bureau, Standing Committees, and Divisions
- Representation of the Union, as appropriate, with academia, government, industry, the nonprofit world, and the general public
- Assurance that organization of biennial General Assemblies and Congresses is carried out effectively by the host nation/society
- Oversight of the internal and external communication of the Union and of its publications, including *Pure and Applied Chemistry*, *Chemistry Teacher International*, *Chemistry International*, and a variety of monographs and white papers on chemical and scientific standards

Qualifications

Required:

The successful candidate will have gained an advanced degree in a scientific or technical discipline and have at least 10 years relevant experience through which he/she will have demonstrated:

- Exceptional leadership and interpersonal skills.
- Superior communication skills, both oral and written English, and the ability to interact effectively and diplomatically with scientific leaders throughout the world.
- Sensitivity to the collaborative nature of an organization whose work relies on a global network of volunteers.
- Ability to motivate, inspire, and work effectively with others in a small, delocalized team.
- Ability to effectively handle multiple activities simultaneously.
- Ability to plan strategically and think tactically.
- Ability to collaborate with and motivate volunteer governance bodies.
- Ability to formulate and execute the IUPAC budget ((currently ~\$1.5 million US dollars).
- A proven track record in project and process management.
- Proficiency in the use of software and technology. Excellent computer skills with superior knowledge of Microsoft Office® Suite software (Word, Excel, Power Point, Access) and web-based systems (Zoho/SalesForce databases, financial software, WordPress and related platforms.
- Effective problem-solving skills.
- A spirit of innovation, entrepreneurship, and creativity.
- A track record in IP management, contracts, and legal aspects of a scientific organization.
- Strong social media skills and a willingness and ability to learn appropriate new technologies as they emerge.

Preference will be given to candidates who can show in addition:

- A meaningful background in the management of science and technology organisations
- Experience with business/systems analysis, strategic planning, the implementation of plans, and their ongoing evaluation
- Experience in fundraising (on-line and other methods)
- Fluency in an additional language

Interested applicants are asked to send their applications, including CVs and the names and contact details of three references, by e-mail to rhartshorn@iupac.org by **30 April 2022**.