



Profile Executive Director for EAES

Introduction:

The European Association for Endoscopic Surgery (EAES) was founded in 1990 and since then has become a growing and dynamic organisation that continues to play a leading role in Endoscopic Surgery and Allied Interventional Techniques. The vision of EAES is to promote high-level, safe, and cost effective minimally invasive treatment to patients in Europe and globally. Currently the society has over 3000 members. Aside from organising the annual Top Level European Congress in different European countries, the EAES focuses its activities on education, training, research, development and publication through its various committees.

Organisation:

The EAES is led by The Executive Board. The Executive Board consists of 10 members, of which the President, the immediate Past President, the President Elect, the Secretary General, the Internal Auditor and the Treasurer are responsible for the daily business of the association.

The President chairs the EAES Executive Meetings and the meetings of the Annual General Assembly and he represents the association to the outside world. The Secretary General is responsible for the administration and the Treasurer for all financial matters. The Internal Auditor provides an internal control system.

The Executive Board holds a meeting 3 times a year, guided by the President. This Executive Board meeting is the decision-making organ besides the General Assembly.

Currently there are 4 Committees that focus on the following activities of EAES:

- Education & Training, including EAES sponsored and EAES endorsed courses as well as fellowships
- Research (cluster studies, multicentre studies and clinical trials, grant activities)
- Technology (R&D in ergonomics, instrumentation, ancillary equipment, telerobotic and telecommunication)
- Journal & Publication (publication of EAES consensus conferences, EAES manual)

The overall responsibility for the day-to-day activities of EAES is held by a team, currently based in the office in Eindhoven. The team exists of 4 employees, responsible for the organisation of the Annual Congress, administration and finances and 2 external advisors (HR and industry relations). The office is led by the Executive Director, who is in charge of the team, the office and its projects and who is responsible for establishing and executing the organisation's major goals and general objectives.

Due to the retirement of the current Executive Director we are currently looking for a new Executive Director who will lead the organisation into a new phase.

Role definition of the new Executive Director:

The new Executive Director will be responsible for launching and implementing the new strategic plan. He/she will transform the organisation into a new era. The mission of the EAES is to become the leading professional organisation of MIS practitioners globally, to become an information hub for all practitioners of MIS and to create a strong, engaged community of all caretakers involved in MIS.

To realise this ambition, we are looking for a dynamic and enthusiastic person who is an innovative thinker with a connecting mind. A leader with strong communicational, financial and organisational skills, who can become the driving force of the association.

With strong digital skills, essential to achieve the goals of global relationships of the Society as well as for its function as learning and training centre.

With excellent leadership skills not only to manage and motivate the team and their working skills, but to be able to represent EAES to all its stakeholders and corporations worldwide.

Overall, an extremely interesting and fulfilling opportunity for someone who follows and understands the rapid developments of the medical technical world and knows how to combine this with the challenges and the needs of an international membership association.

Duties and responsibilities:

- Strategy. Further develop and implement the strategic plan, in coordination with the Board, in order to achieve the long-term goals of the Association
- Industry liaison. Represent the organisation towards the medical/technical industry. Maintain the relationships with international corporations and seek opportunities to expand.
- Annual Congress. Organise and manage the Annual Congress. This involves full congress management, fundraising, contract negotiations, programming, registration, administration and logistics.
- Marketing and communication. Develop a communication policy that thrives towards broadening the memberships, reaching (young) new target groups and develop a strategy to make full use of social- and new media.
- Financial, HR and IT management. Overall management of the office, the BV, the budgets, forecasts and financial reports as well as the employees, IT and administration.
- Board- and Committee liaison. Handle all communication and administrative support to the Board, the committees and working groups. Prepare of minutes of all committee meetings and their distribution.

Required skills and experience:

- Open, dynamic, energetic, positive person
- Excellent social skills, in order to build up a network with stakeholders, specialists and captains of industries worldwide.
- Good leadership, management and teamworking skills, to motivate and build a team that is supportive and eager to work together towards new goals.
- Excellent digital skills, involving new and social media and e-learning skills, to use to reach a wider range of members globally, extend the communication worldwide and provide new ways of training, learning and education.
- Financial management skills, to set budgets, financial plans and reporting towards the Board.
- Change management experience, to understand methods, tools and have the skills to bring an organisation with its people to a new level.
- Industrial/corporate experience preferably within the medical/technical/life sciences field, to be able to easily connect with and find the common ground of the association and the corporate world
- International experience and network, to be able to connect at different levels with people from various backgrounds
- Experience with running an international Congress, to signal the needs and requirements of organising a successful global event of top level specialists
- Marketing/comms and commercial experience, to be able to market and promote the association globally and increase the number of members
- Experience with a non-profit or membership organisation, to be able to understand the needs and challenges of the non-profit side of organisation
- Fluency in English, verbal and written, knowledge of Dutch is a plus

Terms and benefits:

This exciting position at the centre of an international network of top level specialists offers the opportunity to create and change, to help build something big and relevant in an international setting where the latest and state of the art medical technologies play a major role. You will have the opportunity and freedom to meet people globally and work with medical specialists and corporate companies while at the same time managing your own team. Initially a one year contract will be offered, based in The Netherlands. The gross salary will be determined on an individual basis starting at €70,000.

Interested?

Please send your motivational letter and resume to Karin Doeksen or Annemijn de Lavieter of Dux International via info@duxinternational.com