

JOB DESCRIPTION

Application deadline: 1 September 2021
Email CV and Covering Letter to: liz.page@ibby.org

Position Title: Executive Director of IBBY International

The Position: The Executive Director of IBBY has a pivotal role in this exceptional international network of idealistic, dedicated people who work to bring children and books together. This job entails providing ongoing leadership and connectivity to IBBY's National Sections in 80 countries. We are looking for someone who has: the freedom and willingness to travel extensively around the world; an appreciation of cultural differences; excellent communication skills; the ability to plan and anticipate upcoming requirements; management expertise and the ability to foresee and propose possible responses to difficulties that may arise.

Location: Nonnenweg, 4055 Basel, Switzerland

Starting date: 1 September 2022

Salary: To be negotiated depending on experience and qualifications. Contributions to pension plan and Social Security provisions are included.

Structure of IBBY Secretariat and Leadership

The IBBY Secretariat comprises the Executive Director, the Administration and Communications Manager (full-time) and the Administrative Assistant (part-time). IBBY is led by an elected volunteer President (two terms of two years maximum,) an elected volunteer Executive Committee (10 members serving two two-year terms), a Treasurer, the Chair of the IBBY Trust and the Executive Director. All are accountable to the membership which meets biennially.

Executive Director Duties and Responsibilities

- Reports to the President and Executive Committee;
- Provides support to the IBBY President, Executive Committee (EC) and the IBBY Treasurer;
- Provides support to the IBBY Trust Chair who is responsible for fundraising;
- Implements decisions of the EC and the biennial General Assembly of the Members;
- Manages an efficient and effective Secretariat to support national sections and the delivery of IBBY's goals and missions;
- Manages, evaluates and coordinates the organization's activities, projects, policy development and strategic planning;
- Develops and maintains an effective network of support and partnerships;
- Represents the organization to key stakeholders, including fundraisers and the media.

Administrative and financial operations

- Oversees general work of secretariat and staff;
- Prepares and maintains budgets, currently conducts day-to-day bookkeeping and payments (internet banking);
- Works with the IBBY Treasurer to manage the organization's revenues and expenditures to ensure funded projects are being delivered within the approved budgets and accountability frameworks;

- Supports the Executive Committee to develop strategic plans for the organization, including:
 - Reports progress on all major activities;
 - Coordination of meetings;
 - Sets agenda, minutes and action plans;
 - Implements decisions by the EC.
- As IBBY Trust Secretary: supports the development of funding proposals and fundraising activities to ensure the strategic directions of IBBY International;
- Oversees relations with National Sections;
- Liaises with potential new sections and individual members.

Liaison and Public Relations

- Develops and maintains effective, professional relationships with key stakeholders, funders, the media and the public at large;
- Communicates the mission, mandate and activities to stakeholders and the general public by:
 - Liaising with Bookbird Inc and *Bookbird* editor(s), compiles the Focus IBBY Column;
 - Attending international book fairs;
 - Presenting IBBY and its activities at different events;
 - Working with the Administration and Communications Manager to increase social media and online presence to achieve and maintain public awareness of IBBY's brand, programmes, awards and activities;
 - Consistent messaging via press releases to media outlets, electronic newsletters and annual reports.
- Liaises with IBBY congress organizers;
- Liaises with and reports to IBBY funding bodies: the Yamada Bee Farm, Nami Island Inc., the Asahi Shimbun, Shenzhen iRead Foundation;
- Develops and maintains strong partnerships with governments, agencies, IFLA/ILA, publishing industry (IPA), media, and NGO's to ensure the sustainability of the organization.

Award Programmes

IBBY administers several major juried awards. The ED is responsible for the management of the submissions for the awards, liaising with the jury chairs and for the administration of the jury process.

- Hans Christian Andersen Award Jury Secretary;
- IBBY-Asahi Reading Promotion Award;
- IBBY-iRead Outstanding Reading Promoter Award.

Projects and Programmes

- Develops and administers workshop programme (IBBY-Yamada fund);
- Administers IBBY Children in Crisis Programme;
- Liaises with IBBY Collection for Young People with Disabilities – TPL;
- Coordinates the IBBY Honour List programme;
- Oversees all projects.

Project Development

- Develops a clear strategic plan to strengthen and recruit more national sections;
- Develops new projects as directed by EC.

Position Requirements

Skills and Abilities:

- Extensive knowledge and experience in programme and project management including operational planning and budgeting, developing funding strategies and proposals, financial monitoring and accountability, programme evaluation, personnel management;
- Solid understanding of children's literature, reading promotion and literacy development in a global context;
- Thorough knowledge of and demonstrated leadership in community development, advocacy and policy work;
- Demonstrated ability to work collaboratively with a wide range of sectors, community partners and diverse individuals and groups;
- Leadership skills including the ability to lead by example, promote cooperation and teamwork and facilitate communication and information sharing;
- Innovative and creative thinker with highly-developed problem-solving skills;
- Excellent communications skills, including public speaking and facilitation skills as well as interacting with the media;
- High degree of self-initiative to maintain progress and momentum;
- IBBY's working language is English and a high competence of written and spoken English is a requirement. Mastery of other languages, especially the other IBBY official languages of German, French and Spanish, is desirable;
- Willingness to work flexible hours and ability to travel extensively.

Experience

- Minimum 5 years of senior management experience in the not-for-profit or public sector, including managing budgets;
- Demonstrated ability to work with a large, diverse, international constituency of varied cultures, organizational structures, and different levels of expertise.



Background

The International Board on Books for Young People (IBBY) is a non-profit organization that was founded in Zurich, Switzerland in 1953. IBBY represents an international network of people from all over the world who are committed to bringing books and children together. Today, it is composed of 80 National Sections across the world. National Sections pay dues to IBBY International. Most National Sections are volunteer-led.

IBBY's Mission

- to promote international understanding through children's books;
- to give children everywhere the opportunity to have access to books with high literary and artistic standards;
- to encourage the publication and distribution of quality children's books, especially in developing countries;
- to provide support and training for those involved with children and children's literature;
- to stimulate research and scholarly works in the field of children's literature;
- to protect and uphold the Rights of the Child according to the UN Convention on the Rights of the Child.

To find out more about the work and international programmes of IBBY and its members please visit www.ibby.org

IBBY's presence on Social Media is through Twitter, Facebook and Instagram.