

## IAATO Executive Director Job Description

The International Association of Antarctica Tour Operators is seeking an Executive Director to lead the Association in support of environmentally responsible and safe management of Antarctic tourism.

### Key Responsibilities:

- Lead the Members and Secretariat in the support of safe and environmentally responsible field operations in line with the Association's mission statement and strategic plan.
- Manage a strong secretariat and institutional structure that supports an efficient, effective and thriving association.
- Oversee the financial and corporate governance of the Association including compliance with relevant national laws and the financial health of the association, including fiscal transparency and accountability to the membership.
- Oversee the efficient administration of policies, procedures and office functions of the Secretariat.
- Ensure the secretariat is well placed to support the membership in the development of sound sustainable safety, and environmental, standards to ensure the long-term viability of Antarctic tourism.
- Lead the secretariat in ensuring that the Association is actively engaged as a reputable, valued partner in the wider Antarctic Community.

### Key Duties:

- Develop and lead the strategic plan for the organisation to support the sustainability of Antarctic tourism in the long term.
- Lead and manage the IAATO membership structure to support the association's mission ensuring the efficient day-to-day management of tourism in the Antarctic.
- Foster and grow fair and professional relations across the membership as a whole to ensure IAATO continues to meet their changing needs for the organization and encouraging their further development.
- Oversee and support the committee and working group system amongst the membership.
- Oversee the development of systems to predict potential future issues and propose potential solutions.
- Represent IAATO at national and international meetings, building relations with key stakeholders throughout the wider Antarctic community.
- Act as representative and negotiator internally and externally to promote and advocate the practise of safe environmentally responsible tourism to the Antarctic.

### Position Details:

- Full time, salaried position with benefits.
- Competitive salary and benefits package.
- Regular international travel will be required (circa 50% of the working year).
- Reports to the Executive Committee.
- Can be based in a home office in any location, though preferably in Europe or East Coast of the United States or within approximately 5hrs of UTC.

### Preferred Skills:

- Strong leadership and diplomatic skills combined with experience in negotiating complex issues related to policy, legislation and/or regulatory fields
- Experienced strategist for trade/non-profit associations
- Proven experience in organizational administrative management
- Proven experience in organizational financial management
- Fluent in written and spoken English
- Excellent verbal and written communication skills – particularly in public speaking
- Excellent organizational skills, with attention to detail
- Extensive computing skills including PowerPoint and web-based skills

### Desirable Skills and Experience:

- Experience in working in international environments and with remote teams
- Antarctic experience, either tourism or scientific related, and an in-depth understanding of polar tourism
- Environmental management experience
- Peer reviewed published scientific papers on related topics
- Teaching or communication experience
- Language skills in addition to than English are a benefit.

### Education:

- College education required
- Bachelors and/or Masters level preferred
- Disciplines preferred include Political Science, Government Management, Environmental/Conservation Management.

### Applications:

Please submit CV/résumé and cover letter (or covering email) explaining your motivation for the job to [recruitment@iaato.org](mailto:recruitment@iaato.org) with “Executive Director” and applicant’s name in the subject line. Please include the names and contact details of three references in the cover letter. Please complete and return the IAATO Employment Application, which can be downloaded at [www.iaato.org](http://www.iaato.org). Qualified candidates may be asked to participate in a profile assessment as part of the interview process.

*Closing date:* 24 February 2017

*Tentative start date:* 24 April 2017

### **Organization Overview:**

The International Association of Antarctica Tour Operators (IAATO) is a member organization founded in 1991 to advocate and promote the practice of safe and environmentally responsible private sector travel to the Antarctic. A non profit 501(c)(6) organization based in Newport, Rhode Island, USA, IAATO has more than 100 member companies across the globe. Additional details can be found on line at [www.iaato.org](http://www.iaato.org).

As a self-regulating trade organization, IAATO assists its members manage and coordinate tour activities in Antarctica, providing an online and central office resource for all its members. Comprehensive operational guidelines and procedures are stored on the website for use and downloading by members. Regular updates and information are shared with members throughout the year. IAATO encourages the highest possible operating standards for member-companies by providing them with the information needed to assist them to conduct safe and environmentally responsible operations in Antarctica.

IAATO is an Equal Opportunity employer, and does not discriminate on the basis of age, race, gender, religion, or sexual orientation.