

Job title: EXECUTIVE DIRECTOR**Location:** Belgrade, Serbia**Contract duration:** 1 year (with a probationary period of 6 months), with a possibility of extension.**Starting date:** 1 May 2022**Job summary:**

The role is vital for achieving ERA's vision, mission and strategic goals, development of the organisation and its organizational, programmatic and financial sustainability, its commitment to high standards of practice, and positioning ERA as one of the most important agents of change in the field of LGBTI rights in the region. Executive Director functions as a primary liaison for the key stakeholders, holds the responsibility for overall implementation of the new ERA's strategy for 2022/2023-2028, and oversees the work of all ERA staff members and the implementation of all ERA programmes. In addition, Executive Director is responsible for securing and maintaining of the financial sustainability of the organization. This Executive Director closely works with the other Executive Director and reports to the Steering Board.

Main duties and responsibilities include:

- **Organizational management and strategic development:** Executive Director is responsible for overseeing and ensuring the proper functioning and development of ERA in all of its programs, activities and processes that are related to the duties of the ERA Executive Team in implementing agreed strategic objectives, action plans, timelines, budgets, policies and procedures, as approved by the ERA Steering Board and/or ERA General Assembly. In cooperation with the ERA Steering Board, Executive Directors are responsible for making sure that ERA's commitments to professionalism, accountability and transparency are fully respected.
- **Governance:** Executive Director is responsible for ensuring effective and continuous communication with the ERA Steering Board, ERA General Assembly, as it relates to the executive and governance roles and responsibilities of the ERA Executive Team.
- **Human Resource Management:** in close cooperation with the other Executive Director, conducts job analysis, develops job descriptions, recruits and selects employees, provides supervision and support, conducts annual assessment of employees; makes sure that ERA staff team functions smoothly; provides support to staff members; develops and improves internal policies and procedures that relate to human resources, in cooperation with the ERA Steering Board.
- **Developing and maintaining organizational structures and systems:** in close cooperation with the other Executive Director, builds and maintains organizational structures and procedures, while strengthening the organizational capacity of the Network as an organization, including management, human resources, and administrative and operational capacities.
- **Compliance management:** in close cooperation with the other Executive Director, makes sure that ERA is in full compliance with the relevant legislation, contractual obligations with donors and other stakeholders, as well as with ERA's internal rules, procedures, and policies.
- **Risk and opportunities management:** in close cooperation with the other Executive Director, analyzes the environment to recognize relevant risk factors and opportunities, learn about their trends, develop strategies for mitigation and action, and support implementation of those strategies.
- **Evaluation, monitoring and reporting:** designing and conducting continuous overall evaluation and monitoring of ERA's activities and measures, reporting to the ERA Steering Board, ERA General Assembly, and donors, in close cooperation with the other Executive Director.
- **Networking and relationships management:** in close cooperation with the other Executive Director establishes and builds good partnerships with key stakeholders on national, regional and international levels; develops and reinforces cooperative relationships and alliances within the international LGBTI movement, human rights organizations and movements, and other ally social movements and stakeholders;
- **External communication:** representation of ERA on national, regional and international levels.
- **Fundraising:** in close cooperation with the other Executive Director, develops and implements diversified fundraising strategies, develops and maintains relations with donors.
- **Financial Management:** in close cooperation with the other Executive Director, oversees and develops financial and administrative procedures; financial planning, analyzing, monitoring, risk management,

and reporting, managing yearly audits, in cooperation with the Finance and Administration Manager and the ERA Steering Board.

Profile requirements:

Qualifications and experience

- University degree in social sciences, or relevant experience.
- At least 5 years of experience in the executive directorship/leadership roles in the civil society sector (leadership roles in the executive management of civil society organisations, that includes legal and financial responsibility within CSOs); preference will be given to those candidates who have obtained their leadership and management experience in the LGBTI civil society sector.
- At least 5 years of experience and extensive knowledge of organizational development, strategic development, monitoring and evaluation of implementing strategic plans and action plans, managing medium to large projects, fundraising and working with different donors;
- At least 5 years of experience in the overall financial resources management, planning and oversight of civil society organizations.
- At least 5 years of experience in human resources management.
- Experience and extensive knowledge of the LGBTI movement and LGBTI issues in the region of Western Balkans and Turkey, as well as of the social and political context of the region;

Skills and attitudes

- Ability to work in diversified environments.
- Ability to work in teams and independently.
- Ability to travel frequently.
- Excellent knowledge of spoken and written English language.
- Excellent communication and presentation skills.
- Strong time management skills, including performance under pressure.
- Strong interpersonal skills, including appreciative leadership skills, team management skills and conflict resolution skills.
- Demonstrated ability to perform responsibilities in composed and nuanced manner.
- Demonstrated ability to implement and navigate diplomatic language and tools, internally and externally to the organization.
- Demonstrated ability and versatility in conveying positions diplomatically.

Working conditions:

The working week consists of 5 working days and a total of 40 working hours per week, usually Monday to Friday, from 9am to 5pm. The position requires extra working hours on frequent basis, flexible office hours, and frequent travel within Western Balkan and Turkey region, and beyond.

Equal treatment and non-discrimination statement: ERA – LGBTI Equal Rights Association for Western Balkans and Turkey actively encourages and promotes equal treatment and non-discrimination in all its policies, including employment policies and practices. ERA is dedicated in its efforts to oppose any type of direct and indirect discrimination based on the grounds of gender, sexual orientation, gender identity or expression, sex characteristics, marital status, age, ethnic and national origin, race, creed, colour, HIV status or any other ground. However, ERA acknowledges the existence of multiple discrimination of LGBTI population in the region and applies affirmative measures in the case of equal qualifications of the candidates by giving the preferences to LGBTI persons.