

IIA Job Specification: Chief Executive Office

The Role

This is a unique, high profile and challenging opportunity and a rewarding role where your achievements are highly visible and influential. Reporting to the Board of the IIA, the appointee will have the ability to understand and empathise with the dynamics of a voluntary, business-focused organisation.

The core responsibility of the Chief Executive Office is to contribute, understand and implement the agreed strategy and objectives of the Board of the IIA, in so far as they relate to the functions as detailed below.

Main responsibilities

- § Ability to secure and manage sponsorship and sponsors (experience over minimum of 3 years)
- § Experience in building a membership
- § Ability to understand, work on and monitor financial reports and budgets (minimum budgets of 1m and over 3 years experience)
- § Ability to manage staff as CEO
- § Events organisation and management experience (minimum 3 years similar events/training)
- § Experience in managing an organisation with similar stakeholders and understanding of the political tensions/vested interests
- § Understanding and experience in working in the Internet industry (experience at least 4 years in internet industry across variety of disciplines)
- § Manage and develop all sales opportunities around events and other potential revenue streams
- § Produce monthly Key Performance Indicators, Profit & Loss, Balance Sheet, Aged Debtors Listing and Cashflow Projections for the monthly board meeting
- § To carry out all functions in such a manner that it ensures the financial viability of the IIA
- § Be a media spokesperson on issues of concern to members of the IIA and the broader internet sector in Ireland
- § Represent the IIA on State and Semi-State Bodies as required
- § Attend industry and public sector events as the IIA spokesperson and report back to the board
- § Liaise with all the IIA Working Groups and hold regular meeting with the Chairs of each one to agree outputs and programmes of work
- § Developed and seek board approval for the IIA business plan, reporting on progress each month
- § Plan and implement the events of the association as agreed – including the IIA Congress and Net Visionary Awards, in conjunction with the Events Manager
- § Support member queries in a timely and effective manner
- § Oversee all PR and media channels for the IIA, including its website, in conjunction with the Communications Manager
- § Maintain accounts, records and administrative details of the organisation