



Job Description Executive Director INMD

The International Network of Migration and Development is a global network of networks involving researchers, students, migrant-related and civil society organizations concerned with understanding of the nexus between Development and Migration. Since our inception in 2003 the INMD has contributed to the debate and exchange of experiences on an international level between researchers, students, policy makers, civil society leaders, and migrant leaders. The International Network on Migration and Development has been expanding in analytical scope, geographic reach, and nature of activities. Our administrative offices are located at the Development Studies program of the Autonomous University of Zacatecas (UAZ) in Zacatecas, Mexico. In order to solidify its mission while decentralizing its activities, the INMD is hiring a full-time Executive Director. As a Network of Networks seeking to decentralize our activities, ideally this position would be based out of one of our member institutions outside of Zacatecas.

The Executive Director of the INMD is a new position for the INMD. The person will be responsible for implementing policies, annual goals and objectives as set by the Board of Directors and work closely with the President. The Executive Director is responsible for the program, financial and administrative management of the INMD, under the guidance, direction and supervision of the President of the Board, the Executive Committee, and the Board of Directors.

The Executive Director reports to the President of the Board of Directors, the Executive Committee and the Board of Directors. The Executive Director, in conjunction with the President of the Board, supervises the Organizational Secretary, Technical Secretary, Journal Editor, and Accountant, positions all based at the UAZ and jointly funded by the INMD and the UAZ. Funding is available to hire a bilingual Secretary and ideally located in the same offices as the Executive Director.

Specifically, the Executive Director:

- Ensures fluid communication among the various governing bodies and their members, in particular with the Board of Directors and the Executive Committee
- Provides information, advice, and counsel to the President of the Board, Board Committees, and the Board of Directors in the creation of policies, programs, and strategic direction of the INMD.
- Supports of all activities associated with the Board of Directors, including staffing for all Board and Committee meetings, meeting schedules, locations, development of agenda, and meeting materials.
- Develops, implements, and carries out the annual work plan of the INMD as approved by the Board of Directors and overseen by the Executive Committee
- Collaborates with the President of the Board to consolidate and strengthen the work of regional nodes and working groups through both institutional and individual members.
- Ensures the financial management of the RIMD, including the development and implementation of the annual budget approved by the Board of Directors



- Provides overall leadership and supervision of staff in the development and implementation of short and long range plans and policies and other activities, including interinstitutional arrangements involving co-financing of staff positions (specifically, Organizational Secretariate, Technical Secretariate, Publications Editor, and Accountant/Administrator.
- Administers overall operation of the RIMD, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives for Board consideration.

Qualifications

- *Education and/or Experience:* Attainment of a Masters or other advanced degree in a field related to social sciences and/or management and five years of increasingly responsible management experience, at least three of which shall have been in a supervisory capacity. Solid knowledge on issues related to migration and development as well as understanding of the key actors in the field internationally. Knowledge of the functioning of the RIMD to date and an understanding of the future vision and mission of the network highly desirable. The ideal candidate will have strong managerial experience as well as knowledge of the field.
- *Analytical and communication skills:* Ability to read, analyze, and interpret professional journals, financial reports, legal documents, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; efficiently respond to questions from membership, government officials, staff and members of the community; communicate effectively in both written and oral form; and, effectively present information to membership, public groups, and/or board of directors. Use of web based technology to facilitate communication (skype, chat, email, videoconferences, etc.). Bilingual (reading, writing and oral communication) in English and Spanish, other languages desirable.
- *Ability to plan, direct and coordinate activities;* negotiate and administer contracts; work with academic institutions, government bodies, migrant-led organizations, intergovernmental institutions, and other organizations as necessary; Experience administrating complex multisite programs or projects and developing protocols for functioning
- *Other knowledge, skills and abilities:* Knowledge of the principles and techniques of research grant administration, contract administration and negotiation, community organization, fiscal and organizational management, principles and practices of public relations.

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Location: to be determined but ideally will be based out of one of the Institutional members of the RIMD in the Americas (potentially Cuernavaca, Tijuana, Jalapa, Oaxaca, Zacatecas (in Mexico), San Salvador or San José (Central America), Quito or Buenos Aires (South America), Omaha, Toronto, Chicago (North America). Additional institutional members exist in Asia, Africa and Europe as well.)



Application process: Send CV and Cover letter via email to Hiring Committee, c/o Carina Alencar, carina@estudiosdeldesarrollo.net by **February 1, 2010**. Qualified candidates will be contact by Hiring Committee to schedule a telephonic or skype interview.