



## Job Description for Executive Director for the IISC

Founded in 2007, the International Institute of Space Commerce is the world's leading nonpartisan think-tank dedicated to the study of the business, economics, and commerce of space. The goal of the Institute is to transform the global discussion on space commerce working to solve the issues it faces today and tomorrow by driving forward the conversation with a marketplace of new ideas by providing this home for the exchange, discussion, and creation of new ideas in space commerce ([www.iisc.im](http://www.iisc.im)).

Being international in its reach and a neutral body drawing upon new ideas and solutions to existing and future problems the space industry faces by drawing together experts from academia, government, the media, business, international and non-governmental organizations, most notably those from the ISU and its extended network of people and resources.

The Institute is presently seeking a new Executive Director to continue the growth of the Institute and its work and to take the Institute to its next level. The Executive Director is the key management leader of the International Institute of Space Commerce (the Institute) and is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### GENERAL RESPONSIBILITIES:

#### 1. Board Governance:

- 1.1. Works with the Board in order to fulfil the organization mission
- 1.2. Responsible for leading the Institute in a manner that supports and guides the organisation's mission as defined by the Board of Directors
- 1.3. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions

## 2. Financial Performance and Viability

- 2.1. Develops resources sufficient to ensure the financial health of the organization
- 2.2. Responsible for the fiscal integrity of the Institute, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- 2.3. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position
- 2.4. Responsible for fundraising and developing other resources necessary to support the Institute's mission
- 2.5. Responsible for the cultivation and retention of sponsors.

## 3. Organization Mission and Strategy:

- 3.1. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach
- 3.2. Responsible for implementation of Institute's programs that carry out the organization's mission
- 3.3. Responsible for strategic planning to ensure that the Institute can successfully fulfil its Mission into the future
- 3.4. Responsible for the enhancement of Institute's image by being active and visible in the media, the space community and by working closely with other professional, civic and private organizations
- 3.5. Responsible for the generation and publication of papers and academic materials, publications, on line content and other social media
- 3.6. Responsible for the cultivation of and organization of Fellows and Members of the Institute

## 4. Organization Operations

- 4.1. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate
- 4.2. Responsible effective administration of the Institute's operations
- 4.3. Responsible for organization of Institute events and events with other suitable organizations

- 4.4. Responsible for the hiring and retention of competent, qualified staff
- 4.5. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization

### **Professional Qualifications:**

- Bachelor's degree or better
- Transparent and high integrity leadership
- Five or more years' senior non-profit management experience or relevant industry or academic experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Institute's strategic future to staff, board, volunteers, members, donors, and sponsors
- Knowledge of fundraising strategies and donor relations unique to non-profit and space sectors
- Skills to collaborate with and motivate board members, authors, fellows, members, sponsors, and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and sponsor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

### **Actual Job Responsibilities:**

- 1 Planning and operation of annual budget
- 2 Fundraising for the operation of the Institute
- 3 Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit
- 4 Serving as Institute's primary spokesperson to the organization's constituents, the media and the general public
- 5 Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Institute's Mission
- 6 Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State
- 7 Supervise, collaborate with organization staff and partners
- 8 Strategic planning and implementation

- 9 Oversee organization Board and committee meetings
- 10 Oversee marketing and other communications efforts
- 11 Review and approve contracts for services
- 12 Other duties as assigned by the Board of Directors

Compensation commensurate with experience and other qualifications.

Email resumes to: John Sheath on [john@cornerstone.im](mailto:john@cornerstone.im)