

EXECUTIVE POSITION PROFILE

President and Chief Executive Officer

International Foundation for Electoral Systems (IFES)



This search is being conducted by:

VettedSolutions

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IFES is the premier global organization that supports citizens' right to participate in free and fair elections. Its independent expertise strengthens electoral systems worldwide while building local capacity to promote sustainable democracy.

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I. Position Description

Opportunity

Headquartered in Arlington, VA in metropolitan Washington, DC, the **International Foundation for Electoral Systems (IFES)**, is an international, nonprofit organization that supports citizens' rights to participate in free and fair elections. The organization seeks its next President and Chief Executive Officer.

The position requires leadership, vision, energy, diplomacy, strategy, creativity, advocacy, business acumen and a global perspective, understanding, and appreciation of international democracy and governance work. The successful candidate will require a combination of these skills to help this premier implementer of election assistance expand its reach, build new partnerships, recruit additional donors, and thereby advance its global mission.

Scope of Position

The President/CEO reports to the Board of Directors and is responsible for the overall management of IFES. Working together with the Board of Directors, the President/CEO plays the leading role in establishing and implementing the strategic vision for the organization. Its budget for fiscal year 2018 is \$46.4 million — 70% of which comes from the US government and the balance of 30% from foreign governments. At the Arlington, VA headquarters, IFES has 113 full-time staff; worldwide, IFES has 20 work sites with 220 staff.

Since 1987, IFES has worked in over 145 countries developing and implementing comprehensive electoral support. IFES works with election management bodies across the globe on every aspect of election administration and each facet of the electoral cycle. As the global leader in promoting democracy, IFES staff provide technical assistance to election officials, support and empower the under-represented to participate in the political process, and improve the electoral cycle, including long-term institutional capacity building.

Key Responsibilities

The President/CEO will oversee the following responsibilities and work closely with direct reports to monitor the progress of key programs and operational activities. Specific responsibilities include:

Governance, Finance, and Operations

- Leading the executive management team and focusing on innovative approaches to accomplishing the overall mission of IFES.
- Working with the IFES Board to achieve the mission.
- Managing the executive, programmatic, and administrative operating teams.
- Overseeing day-to-day operations and establishing and implementing operating and financial objectives, policies, procedures, and reporting.
- Ensuring all significant organizational activities are properly conducted, accounted for, and reported to the Board of Directors.
- Accounting for financial stability, as well as regular reporting to the Board and/or relevant Board committees.
- Overseeing the hiring, management, and development of IFES staff and ensuring these are in line with best practices.

Strategy, Planning, and Partnerships

- Establishing and growing relationships with stakeholders including international and federal elected officials, civil society leaders, donor governments, philanthropists, and potential corporate donors.

- Overseeing efforts to enhance organizational visibility and awareness, including further efforts to develop relationships with partner organizations, such as USAID and relevant international organizations.
- Developing relationships with new partners and new funding sources with bilateral and multilateral development agencies, philanthropic foundations, and corporate individual donors. This includes international organizations such as the United Nations, electoral commissions, governments, and civil society organizations in other countries
- Working actively, in a constantly changing environment, to develop IFES' relationship with other/new governmental and non-governmental partners at all levels.

Communications and Public Relations

- Serving as the primary internal and external spokesperson for IFES.
- Ensuring that regular and ongoing communications with leadership, staff, and partners are taking place.
- Providing thought leadership to shape opinions and inform decision makers on issues related to the promotion of democracy.

Travel: While the position is based in the Washington, DC metropolitan area, extensive international travel is expected and necessary

Qualifications and Experience

To be successful, the next President/CEO should have a majority of the following:

- Experience and success in line management of an organization with complexity of mission and programs, budgets and international exchanges, personnel management, etc.
- Demonstrated ability for vision, strategic thinking, and achieving organizational change/objectives as a leader or as part of the leadership of an organization.
- International knowledge and experience. Previous work with a high level of confidence and comfort in developing countries is highly desirable.

- Knowledge and sensitivity on how financial support is garnered and decisions are made in Washington DC, particularly via decision makers in the U.S. Congress, the Executive Branch, within USAID, and within the U.S. Department of State.
- While knowledge of international technical election assistance systems and technologies is not an absolute requirement, it would be very helpful. Previous exposure to campaigns/elections, while not an absolute requirement, is also a plus.
- Experience working with governments and bilateral organizations, including knowledge about government contracting.
- A track record of successfully negotiating between difficult and politically charged differences of opinion.
- Demonstrated success in raising money from the private sector including individuals and corporations. Fundraising includes identification, cultivation and sustainment of donor relationships, preparation and delivering/closing on proposals.
- A track record of effectively and calmly managing crisis both internally and externally.
- Demonstrated skills as an effective, dynamic, and passionate communicator through public speaking with the specific capacity to intellectually engage inside and outside the organization while effortlessly articulating the mission to a wide variety of audiences.
- Experience working with, and building, boards that are fully engaged and highly contributory to the organization.
- A track-record of recruiting and retaining top talent and showing appreciation of the sacrifices and achievement of a high-functioning team of dedicated professionals.
- Demonstrated experience comfortably interacting with people across the geographies from different cultural backgrounds.
- Time spent living full-time outside the US at some point in their career is a plus.
- A relevant network of both Washington, DC and global leaders is also a big plus.

Personal Characteristics

To be successful, the next President/CEO should have a majority of the following:

- Current understanding, or a tremendous capacity to quickly assimilate, in the world of elections and the context of working in emerging democracies.
- An inspirational, high-energy drive to lead a mission-critical international organization.
- A commitment to diversity in race, gender, sexual orientation and inclusion of persons with disabilities thereby promoting an inclusive work environment that reflects IFES' mission to strengthen political participation of traditionally underrepresented groups.
- The ability to expertly work with the unpredictable nature of our fast-paced and evolving world.
- A genuine interest in, and openness to, new ideas with the capacity to then create, implement, and sustain significant cutting-edge programs.
- A capacity for effectively working across party lines from a bipartisan platform.

- A high degree of personal stamina for frequent and hard international travel to remote corners of the earth.
- A strong capacity to build and maintain solid working relationships with existing partners to include: UNDP, UNEAD, IDEA, NDI and IRI.
- A commitment to running an organization with complete integrity and transparency.
- The natural ability to work with and appreciate the value of a multi-cultural team environment.

In summary, it is crucial that the new President/CEO be able to think and act as a global citizen, defined as a person who will promote fair and safe elections and equal participation of women and men around the world while recognizing there is not a “one size fits all” model of democracy. And above all, the new President/CEO must demonstrate a heartfelt commitment to a world in which strong democratic institutions empower citizens to have a voice in the way they are governed.

II. Organization Review

About IFES

The International Foundation for Electoral Systems (IFES) is an international, nonprofit organization that supports the promotion of democracy and the building of democratic process worldwide. IFES provides targeted non-partisan technical assistance to strengthen transitional democracies in the areas of elections, rule of law, civil society and governance. IFES supports citizens' right to participate in free and fair elections. IFES' independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, IFES advances good governance and democratic rights by providing

technical assistance to election officials, empowering the underrepresented to participate in the electoral process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries developing and implementing comprehensive democracy support.

Vision: IFES' vision is a world in which strong democratic institutions empower citizens to have a voice in the way they are governed.

Mission: IFES supports citizens' rights to participate in free and fair elections. Its independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, it advances good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Values

Integrity. We are accountable for holding ourselves to the highest standard of behavior in all we do. This honesty is the commitment IFES makes to its employees and the democracies we serve around the world.

Trust. IFES believes in creating and maintaining lasting partnerships and upholding a high level of transparency both within our organization, and between us and our partners. Through this openness, IFES strives to develop trust in every aspect of our work.

Professionalism. IFES takes responsibility to do right by its employees and the democracies it is serving worldwide. This includes maintaining the highest degree of professionalism at all times, in every project we undertake.

Respect. IFES values the contribution and efforts of its employees and those we serve across the globe. With this, we treat all with mutual respect and sensitivity.

Diversity. We are a global organization. A diverse team in which everyone contributes their unique viewpoints, experiences and abilities is key to fulfilling our mission of promoting sustainable democracies. We strive to understand differences and maintain cultural sensitivity as we work in different regions of the world.

Accountability. IFES takes full responsibility for our actions, approaching each decision with over 30 years of experience and good judgement.

Passion. We appreciate and celebrate a commitment to democracy promotion and the difference free and fair elections can make in one's life.

Discipline. IFES is focused on organizing our people and resources to maximize effectiveness.

Excellence. In striving to be the best and highest in quality in all we do, IFES is motivated by our successes and empowered by the talented people who work to support sustainable democracy.

Board of Directors

- **Honorable J. Kenneth Blackwell**, *Chairman*
- **Donald R. Sweitzer**, *Co-Chairman*
- **June Langston DeHart**, *Treasurer*
- **Thomas A. Devine**, *Secretary*
- **Wayne Allard**
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- **William J. Hybl**
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- **M. Peter McPherson**
- **Honorable Denise Nappier**
- **Catlin O'Neill**
- **H.E. Andrés Pastrana**
- **Honorable Rob Portman**
- **Daniel F. Runde**
- **Ambassador Theodore Sedgwick**
- **Randall Cornell Teague**

IFES Headquarters

IFES is located at 2011 Crystal Drive, 10th Floor, Arlington, VA 22202

Web Presence

www.ifes.org

III. To Apply

The search is being managed and conducted by Vetted Solutions. The lead consultant partner is **Wendy Pangburn**, the principal is **Kristan McMahon**, and the president is **Jim Zaniello**.

All interested parties should email a statement of interest specifically tied to the qualifications, experiences and personal characteristics outlined in this position description along with a chronologically organized resume to Kristan McMahon at: **kristan@vettedsolutions.com**

IFES is an equal opportunity organization and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability. IFES actively seeks opportunities to include members of these groups in its programs and activities.

Thank you for your interest in IFES and the position of President and CEO.

Vetted Solutions is a Washington, D.C. based executive search firm specializing in association, nonprofit, and hospitality/destination marketing community recruiting and consulting. We focus on CEO and senior staff positions.

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