

Executive Director

Place of work:	Basel, Switzerland
Employment rate:	100%
Start date:	As soon as possible
Contract type:	Open-ended
Salary:	Standard competitive market remuneration, including benefits
Other:	Frequent duty travel (in Europe and globally)

Basel Institute on Governance

The Basel Institute on Governance (Basel Institute) is an independent non-profit organisation working across sectors to counter corruption and related financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute works globally to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 130 staff from 28 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job profile

After the passing of Ms Gretta Fenner in early April 2024 the Basel Institute is now looking for a successor.

We are advertising for a highly skilled and motivated Executive Director with a strong personality, thought leadership and charisma, who has a genuine commitment to the mission and strategy of the Basel Institute and is keen to pursue their implementation and development.

Reporting to the Foundation Board, this seasoned leader understands current trends in anti-corruption and related fields and has experience in developing and implementing successful responses with adequate fundraising plans. Supported by a strong management team, the Executive Director oversees the strategic orientation and operational adequacies of the organisation's activities and staff, which include the International Centre for Asset Recovery (ICAR), the Private Sector team, the Green Corruption programme, the Prevention, Research and Innovation team, the Public Finance Management team as well as the Institute's regional and special programmes. On a day-to-day operational basis, the Executive Director is supported by the Head of Operations and the back-office team. Above all, the post holder must be an effective leader, which requires clear communication skills and decisiveness.

Key responsibilities and objectives of the role

- Serve as the chief representative and the face of the organisation in external relations and public affairs, including shaping bilateral relations with donors and partners, participating in external events, increasing stakeholder awareness, expanding programmes, and further strengthening the Institute in the anti-corruption and good governance landscape.
- In line with the organisation's mission and strategy, ensure the provision of high-quality and trust-based advisory services to governments, development partners and companies, as well as other relevant stakeholders of the organisation, specifically regarding anti-corruption, good governance and related matters.
- Create strategic business plans for achieving goals and objectives of the organisation set in collaboration with the Foundation Board and management team.
- Oversee and provide executive direction for programme strategies and efficiencies, compliance and quality assurance.
- Build and lead an effective team that is dedicated to fulfilling the organisation's mission through high-quality technical assistance programmes, dedicated stakeholder and community engagement, effective communication and vigorous fundraising.
- Identify and address staffing requirements for efficient operations and maintain a strong work culture that attracts and retains people while driving the organisation's mission.
- Manage staff as well as relations with clients/partners, whose experiences, cultures and languages reflect the communities served by the organisation.
- Work closely with the Foundation Board to assess and address issues affecting the organisation.

Required skills and qualifications

- Master's degree (or equivalent) in business administration, political science, law, economics or other related and relevant field.
- Proven track record of at least 10 years in leading and managing organisations with a diverse and dispersed team, including managing financial, human resources and fundraising activities.
- Demonstrated and outstanding networking, communication and relationship-building skills at multiple levels vis-à-vis a varying audience, including donors, stakeholders and professional communities.
- Ability to lead and inspire a dedicated international team of substantive and managerial experts that come with varying years and degrees of professional and academic experience.
- Sound and credible knowledge of the national and international anti-corruption landscape. Solid academic credentials in this regard are an advantage.

- Excellent verbal and written communication skills in English; proficiency in other language(s), particularly French or German, is a definite advantage.
- Readiness and motivation to undertake substantial amounts of duty travel in Europe and globally.

Application

Please send your written application (CV, letter of motivation, relevant reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **12 July 2024** by email to our HR Team Lead: **teresa.paonessa@baselgovernance.org**

For further information about this position, please contact the President, Peter Maurer: peter.maurer@baselgovernance.org; for information about the recruitment process, contact the Secretary to the Board, Andrea Poelling: andrea.poelling@baselgovernance.org.

Please note that we are not accepting applications from specialised recruitment agencies.

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. We have been positively evaluated by the Swiss Federal Administration to gender pay equality.