



Geneva Agape Foundation Executive Director, 80-100% Geneva/Switzerland

Global Trade Ethics

We are looking for the Executive Director (ED) who can lead the organisation and its small team with vision, strategy, programmes, research and management. All activities should be driven by a personal conviction of values-driven behavior and integrity. We are looking for a flexible, precise and motivated team player. The ED reports to the international Board of Foundation and its President.

Major Tasks

- Planning and implementing the annual work program, based on Board decisions;
- Planning, monitoring and reporting the different projects and partnerships;
- Represent the foundation in the public and towards partners in line with the foundation's identity;
- Writing publications (books and articles) and be responsible editor of the GAF Book Series
- Leading the small team;
- Preparing agenda and documents for the Board of Foundation;
- Preparing monthly/quarterly reports for internal and external use;
- Offering trainings and conferences in cooperation with partners;
- Other duties as assigned.

Qualifications and requirements

- Academic qualification in social sciences and/or theology/philosophy and/or Economics/management. A PhD is an advantage;
- International experience in project cooperation, especially with Asian and/or African countries;
- Fluent in English, if possible in French and preferably one other language;
- Sensitivity for faith-based decisions, in interreligious openness;
- Knowledge in entrepreneurship, innovation and philanthropy;
- Networking and cooperation skills;
- Independent and precise work;
- Results oriented and ability to prioritise and to meet set deadlines;
- Social competence and common sense.

What we offer

An innovative foundation with a small team in an international environment. Adequate competences and responsibilities. Good working conditions.

Location: The Head Office is located in Geneva, Switzerland, in the Ecumenical Centre, close to United Nations organisations. The majority of working time is spent in the Head Office (except during Covid).

Starting date: 1 March 2021 or as agreed upon.

Interested candidates are invited to **send full applications** with CV and letter of motivation by email **until 15 January 2021** to the current ED Prof Dr Christoph Stückelberger, stueckelberger@gafoundation.world. **For further information** please contact him.