

Institute for Economics and Peace

Executive Director

Americas

The Institute

The Institute for Economics and Peace (IEP) is one of the world's leading think tanks dedicated to studying the connection between business, peace and economics. Its major products are the Global Peace Index, Global Terrorism Index and Positive Peace Index. They received over 7 billion media impressions in 2018 and another 820 million social media impressions. IEP also had over 1 million unique visitors to its web site last year.

The organization works with internationally renowned institutions such as the United Nations, World Bank, OECD and OSCE. The organization is headquartered in Sydney, Australia and has offices in New York, Mexico City, Brussels, The Hague and Harare.

The Institute's core funding is in place and guaranteed. IEP has an aggressive research budget and is connected with many of the world's leading institutions and thinkers in its disciplines of focus. IEP has ground breaking knowledge on measuring peace, the statistical correlations of peace, measuring the economic value of peace to the global economy and has developed a well-used framework for building resilient and peaceful societies known as Positive Peace.

IEP also conducts training on Positive Peace, both face to face and online. It has recently conducted courses in countries such as Mexico, Libya, Thailand, and Uganda and has an aggressive training program for 2019. It has now trained over 400 IEP ambassadors to help further propagate the work.

IEP is non-partisan and has 501 c 3 status.

The Americas currently has five employees, including an intern, however it can expand in line with revenue.

Mission

The Institute for Economics and Peace (IEP) is dedicated to promoting a better understanding of the social and economic factors that develop peaceful societies. It achieves its goals by developing new conceptual frameworks to define peace; providing metrics for measuring peace; uncovering the relationship between peace, business and prosperity and providing training.

The Position

The Executive Director of IEP Americas will report to the Executive Chairman and will be responsible for the development of the Institute for Economics and Peace in North and South America, including the management of the New York and Mexico City offices.

The successful applicant will be responsible for the overall management and day-to-day operations of IEP in the Americas, ensuring compliance with the Institute's directives and applicable regulations as well as responsibility for fundraising, which consists of

sponsorships, grants and consulting. The role also encompasses responsibility for marketing, strategic relationships, speaking engagements and training in the Americas.

It will require a self-starter who can work independently, but within the organization's structures and guidelines as the Executive Chairman is located in Sydney, Australia.

The role can be based in New York or Washington.

Specific Responsibilities

The Executive Director is responsible for the operations, marketing and development of IEP Americas. Key responsibilities include but are not limited to:

- Develop the strategic agenda of IEP Americas in conjunction with the Executive Chairman, the board and other IEP staff.
- Manage the day-to-day operations of IEP Americas, including financial management, human resources, and marketing, as well as the establishment of policies and procedures, subject to approval by the Executive Chairman.
- Lead and execute a successful range of fundraising initiatives for IEP Americas, including sponsorships, consulting and grants.
- Be a spokesperson for IEP in the US, engaging with intergovernmental organizations, government representatives, media, partner organizations and sponsors.
- Liaise regularly with leadership of IEP and participate in meetings with the IEP US Board, American members of IEP International Advisory Council and senior IEP management.
- Oversee the preparation of reports and documentation for complying with the relevant government legislation regarding the filing of returns and charitable status. Ensure the correct execution of financial reporting and all legal matters for IEP in the Americas.
- Hiring and termination, developing position descriptions, setting compensation and applying employee policies and benefits in accordance with IEP guidelines.
- Available to work early morning and/or evening as required to participate in international conference calls.

Other responsibilities as determined by the Executive Chairman.

Personal and Professional Qualifications

The ED for the Americas must be highly intelligent, a leader and a self-starter who shares the IEP vision. Ideally he or she will have a compelling background with substantial experience in the not-for-profit environment or another relevant field, especially in national outreach, donor cultivation, and business development. The successful applicant will possess outstanding leadership, management, planning, marketing and organizational skills and strong fundraising expertise. Being proficient in Spanish would be desirable with excellent English skills being essential.

- At least 10-15 years' experience in business, not-for-profit, academia or think tank in a leadership capacity and have a steady employment record. Experience in business is desirable.
- Ability to maintain effective systems of internal controls and to work effectively with IEP to develop strategy and governance.
- Proven experience in developing and managing outreach programs is essential.
- A proven fundraiser who will be responsible for raising additional funds for IEP Americas from donations, grants, sponsorships and consulting assignments to allow for further expansion of IEP.
- Familiarity with contemporary debates about global peace, development and governance issues and familiar with other cultures would be an asset.
- A strategic leader who can work effectively with the global management team to develop a forward-looking strategy at the intersections of the academic, government, multi-laterals and corporate worlds.
- Excellent written and oral communication skills, a hands-on management style and the ability to address and solve problems or issues as they arise.
- Understand all aspects of managing a not-for-profit organization; including regulatory requirements and grants submissions.
- Clearly understands the research and education outputs of the organization and continuously works to promote IEP and achieve its goals.
- The successful candidate will have an inquisitive mind, a good understanding of international affairs and will be able communicate with leading thinkers worldwide.
- He/she will be able to demonstrate the ability to build strong networks and grow an organization as well as to communicate IEP's work in a knowledgeable and effective manner.

Travel

The role entails frequent US-wide travel and some international travel to meet key stakeholders, make presentations and attend events in line with raising the visibility and relevance of IEP. Travel to Australia to attend strategic planning meetings and for other activities will also be required.

For more information about the Institute for Economics and Peace, please visit www.economicsandpeace.org or www.visionofhumanity.org.

Salary

Salary is competitive and commensurate with experience.

To Apply:

Please send any written enquires or applications to Janine Lynch at the Institute for Economics and Peace. All nominations, and applications will be treated confidentially:

Janine Lynch
 jlynch@economicsandpeace.org
 or

[Job Applications](#)

Institute for Economics and Peace

Level 4, 205 Pacific Hwy,
St. Leonards, 2065, NSW
Australia