

<u>DIRECTOR OF DEVELOPMENT</u>	
Reports to	Chief Executive Officer (CEO)
Location	Monaco Headquarters

MAIN INTERNAL CONTACTS	EXTERNAL MAIN CONTACTS
Chief Executive Officer Directors	Area Associations Member Federations High Performance Training Centers (HPTC) Regional Development Centers (RDC) Coaches

POSITION
<ul style="list-style-type: none"> • Management of the Development Department, its staff and respective Human Resources needs associated with the Department. • Annual Evaluations and Objectives setting with the Department Staff. • Participation in the Managers and Departmental Reporting Meetings and others as required by the CEO. • Implementation and follow-up of decisions of the Executive Board, Council and Congress. • Overall coordination of the Development Commission and the different Expert Groups attached thereto with the respective Groups Chairmen.

MAIN ACTIVITIES
<ul style="list-style-type: none"> • Conduct data collection and analysis as the basis for understanding the Area Federations, Member Federations, their environments (including facilities) and their needs. • Push and help Member Federations to develop their structures for good governance, their administration and their related operations • Liaise with Member Federations structures and services required for the development of: <ul style="list-style-type: none"> ○ High-performance Athletics. ○ Grass roots Athletics (including clubs and other local structures, volunteering, youth athletics, masters, mass participation events and athletics-related fitness and health activities). ○ Coaches and Judges training programs

- Produce information and communication materials related to Development activities.
- Manage the Education Programme for Member Federation leaders, administrators, coaches, technical officials, event organisers, programme managers and other professionals working in the sport.
- Manage the operations associated with IAAF Awards, Area Federation Awards, Member Federation Awards, Coaching Awards, Women Leadership Awards and other awards that may be created in the future.
- Coordinate policy and activities with development partners
- Establish databases on whereabouts and roles and activities of different individuals who benefitted from IAAF educational measures, such as coaches, technical officials, Member Federations officers, doctors etc.
- Regular interchange with other International Federations/Olympic Solidarity with strong development programs
- Review and adapt the IAAF Development Strategy to the present needs of the Member Federations
- Monitor and direct the work of the RDCs as well as HPTCs

Miscellaneous and General administration

- Any other task allocated by the CEO
- Correspondence with Member Federations and other partners in the relevant issues
- Answer to the relevant matters addressed to Development Department.

A SUCCESSFUL CANDIDATE WILL

First of all, we expect excellence and total integrity.

- Possess strong educational skills with a good understanding of the development discipline as it relates to media, technology, content and on-site activation in the sports industry
- Develop a deep understanding of the IAAF brand and the type of partnerships that align with organizational objectives and strategy
- Have experience in building, “selling,” and executing measurable development plans for International Sports Federations or International Bodies (United Nations, Unesco, etc.)
- Own a track-record of delivering top-notch programs
- Foster internal relationships
- Demonstrate good financial, analytical and negotiation skills
- Possess outstanding intercultural skills and experiences
- Be fit in strategic thinking, planning and execution

- Exhibit superior interpersonal and communication skills and the ability operate in a dynamic environment managing multiple work streams across broad disciplines

REQUIREMENTS

- 12+ years' experience in development or educational services (preferably in the sports or entertainment field), with at least 5+ years directly managing a similar team
- A college degree in sports development or Education
- A passion for education, development as well as the business of sport
- Willingness to travel at least 35% for meeting, events, conferences, etc.
- Field experiences as coach, lecturer, administrator or in any other sports-related function in developing countries
- Global experience a strong plus

Application process:

To apply, please send your CV and short covering letter in English to emploi@iaaf.org before 23rd June 2017.