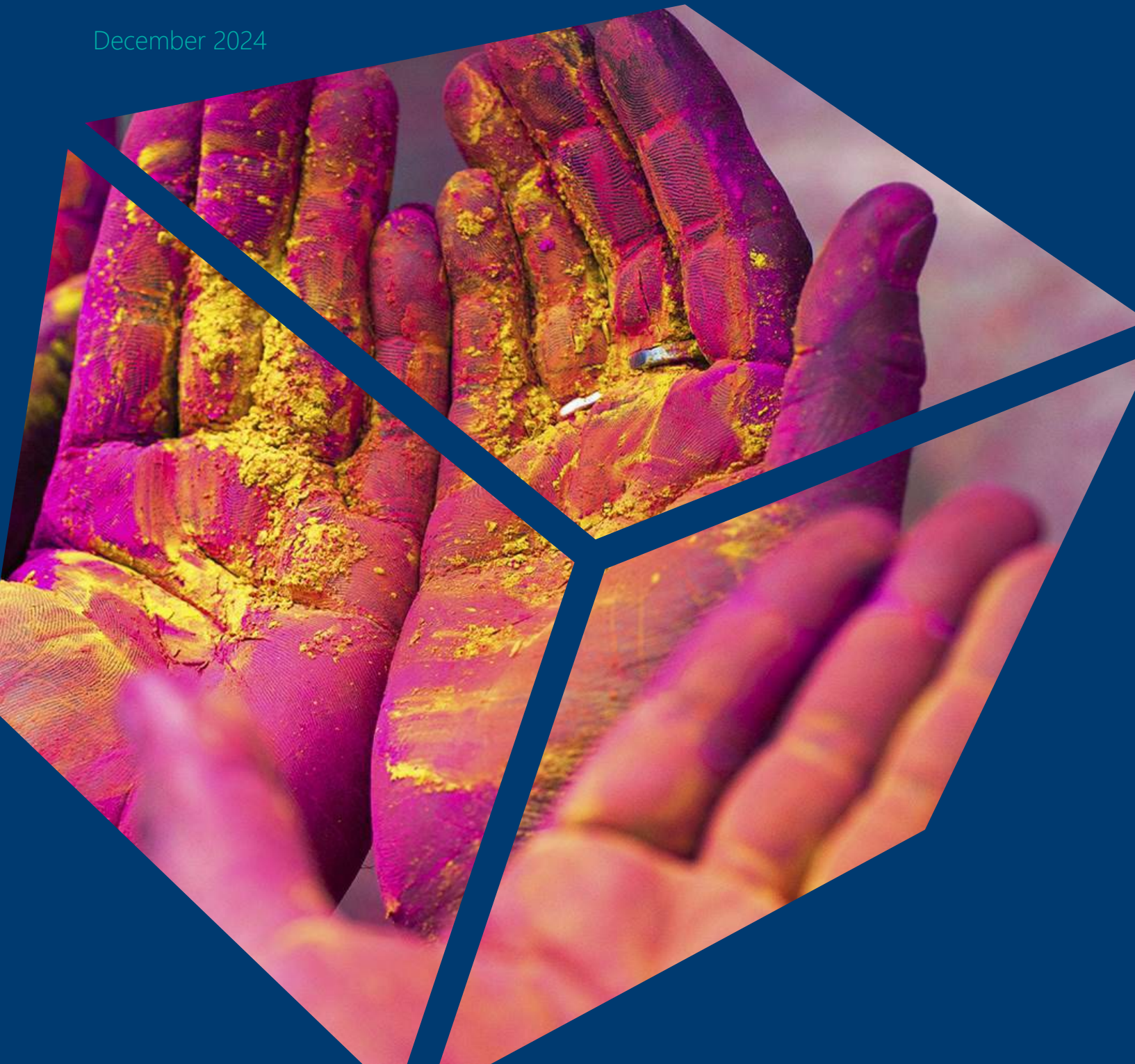




Position Brief  
President & CEO  
IREX

December 2024



# About The Organization

Around the globe, persistent poverty, repression, and injustice prevent too many people from achieving their full potential. To address these problems, IREX focuses on people, not on buildings, roads, or wells. IREX supports individuals and institutions to create change in their own communities – and to create person-to-person bridges between nations. IREXers say of themselves: “We are doers. Our decades of on-the-ground experience help us create greater impact, practical recommendations, and lasting partnerships.”

IREX embraces a people-focused approach to development that invests in human potential and the conditions that help people thrive. Read the [IREX 2025 Strategy](#). A nonprofit organization committed to global development and education, IREX has focused on people and communities since 1968.

The nonpartisan organization was created to bridge geopolitical divides by fostering the exchange of scholars, teachers, students, and ideas. IREX then built on its expertise and network of relationships in Eurasia to support people driving educational reform, leading newly empowered movements in civil society, and building effective and accountable governance. IREX became a leader in improving access to information technology, strengthening independent media, and empowering youth through education and leadership development. As global needs shifted, IREX brought this expertise to new regions—first Asia, then the Middle East and Africa, then Latin America.

Throughout these decades of change, the focus on people and communities has been steady and across political divides. Today, across the rapidly changing landscape of international development, IREX and its partners work in more than 100 countries to build a more just, prosperous, and inclusive world by empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information.



# The Position

## Overview

The President & CEO develops a strategic vision for IREX to achieve more just, prosperous, and inclusive societies in a rapidly evolving environment. In collaboration with the Board of Governors and the executive leadership team, the President and CEO of IREX spearheads the development and execution of global strategies, motivates and fosters commitment from staff to advance the organization's mission and vision. Reporting to the Board of Directors, the CEO oversees all facets of the organization, leveraging growth opportunities while strategically expanding IREX's reach. This role involves defining both short-term and long-term goals, co-creating a cohesive strategic plan with the Board, employees, and community partners, and adapting the strategy to ensure its effectiveness.

## Duties & Responsibilities

### Vision & Strategy

- Provide inspired, forward-thinking leadership to drive the continued growth of IREX while remaining focused on the mission of the organization.
- Develop, implement, and manage the five-year strategic plan and lead the development of the 2030 strategic plan.
- Collaborate with the Board and executives to formulate and communicate overall goals and priorities, and work with Board committees to develop and execute strategic and operational plans.
- Direct the strategic planning process, overseeing the formulation, integration, implementation, and measurement of operating objectives and actions to support IREX's strategy.

### External Relations

- Represent IREX to national and international communities, engaging with potential corporate, governmental, civic, community, and cultural partners.

### Strategic Leadership

- Develop and implement the organization's strategic vision and long-term goals, ensuring alignment with IREX's mission and values.
- Lead the executive team in formulating strategic plans and fostering a culture of innovation, collaboration, and accountability.
- Promote a positive and inclusive work environment that attracts, develops, and retains top talent, and provide leadership and mentorship to the senior management team.
- Enhance IREX's visibility through media channels, speaking engagements, industry and community events, and other media activities.



## Financial Management

- Develop and manage the organization's budget to ensure financial health and sustainability.
- Oversee fundraising and resource development and mobilization efforts, including donor relations and grant management.
- Ensure compliance with financial regulations and reporting requirements focusing on long-term sustainability through increased funding and growth.
- Collaborate with the Board and stakeholders to increase grants and attract donors, continually reviewing operations to identify new income opportunities.

## Organizational Management

- Foster a mission-centric work culture that values teamwork, good communication, and accountability.
- Supervise, recruit, and retain well-qualified senior staff, supporting the development of a culturally diverse team.
- Work with Board committees to ensure effective governance and the identification, cultivation, and recruitment of strong Trustees and advisory Board members.
- Develop and evaluate communication channels between the Board, management, and staff, building a cohesive staff culture with strong internal communication and retention.

## Program Development and Impact

- Oversee the development, implementation, and evaluation of innovative programs and initiatives that address social challenges and meet community needs.
- Ensure that programs are evidence-based, effective, and aligned with IREX's mission and strategic objectives.

## Board Relations and Governance

- Collaborate with the Board of Directors to ensure effective governance and adherence to organizational policies and procedures.
- Provide regular updates and reports on organizational performance, strategic initiatives, and emerging issues.
- Support the Board in fulfilling its governance responsibilities, and work with the Board, management team, and staff to develop and implement policies and systems that enhance revenue streams, productivity, and overall organizational capacity.

# The Candidate

The President and CEO focuses on sustainability and resilience by ensuring cross-group collaboration, optimizing program excellence, enhancing philanthropic support, and improving operational performance. The ideal candidate will possess strong business acumen and leadership skills, demonstrating the ability to manage day-to-day operations effectively while maintaining a strategic vision. This individual will drive IREX's long-term sustainability through robust resource mobilization and operational excellence, engage with diverse constituencies, and navigate future opportunities and



challenges with clarity and innovation. Maintaining open and consistent communication with all stakeholders will be crucial in making systemic and equitable changes.

## Competencies & Areas of Expertise

### Leadership and Management

- Over 20 years of senior-level leadership and management experience in a comparable-sized or larger non-profit organization.
- Proven ability to develop and implement strategic visions and plans, translating strategy into action and impact.
- Extensive experience managing large, global teams, setting clear organizational priorities, and demonstrating effective talent management and staff development/mentorship.
- Inspirational leadership style that fosters a solutions-driven ethos and motivates others.

### Strategic and Financial Acumen

- Strong strategic planning capabilities with the ability to set and achieve bold short-term and long-term goals.
- Ability to develop and manage organizational budgets, ensuring financial health and sustainability.
- Demonstrated success in fundraising with a well-established network of philanthropists, donors, and business leaders.

### International Development and Relations

- Deep substantive knowledge of international affairs and international development.
- Ability to represent IREX with partners and audiences around the world, particularly the US government..
- Recognized expert with the ability to generate and disseminate innovative ideas, insights, and perspectives that shape the sector.

### Communication and Interpersonal Skills

- Exceptional verbal and written communication skills, with the ability to diplomatically interact with broad and diverse audiences.
- Strong emotional intelligence, with the ability to build relationships, resolve conflicts, and demonstrate empathy.

### Cultural Competence and Adaptability:

- Exceptional verbal and written communication skills, with the ability to diplomatically interact with broad and diverse audiences.
- Strong emotional intelligence, with the ability to build relationships, resolve conflicts, and demonstrate empathy.

### Integrity and Values:

- A leader with impeccable integrity and a strong sense of values.
- Ability to demonstrate commitment and alignment with IREX values in their career.



### Analytical and Critical Thinking Skills:

- Proficient in analyzing data from various sources to support decision-making and align with IREX's overall strategy.
- First-rate analytical, organizational, and critical thinking skills to solve problems, support, and facilitate delegated decision-making across IREX.

### Risk Management and Innovation:

- A risk-taker who seeks data and input from others to foresee possible threats or unintended consequences from decisions; someone who takes smart risks.

### Essential Qualifications

- Bachelor's degree required; master's degree preferred.
- Must have unrestricted authorization to work in the United States.

### Location & Remuneration

IREX is headquartered in Washington, DC. A competitive, attractive compensation and benefits package will be offered to the selected candidate.

We appreciate all expressions of interest, referrals, or nominations for this role. A comprehensive CV along with a cover letter which sets out your motivation to take on such a role and encapsulates the aspects of your experience relevant to the required criteria would be appreciated.

Please submit to:

[IREX.CEO@odgersberndtson.com](mailto:IREX.CEO@odgersberndtson.com)

Or, to arrange for a conversation in confidence, please contact:

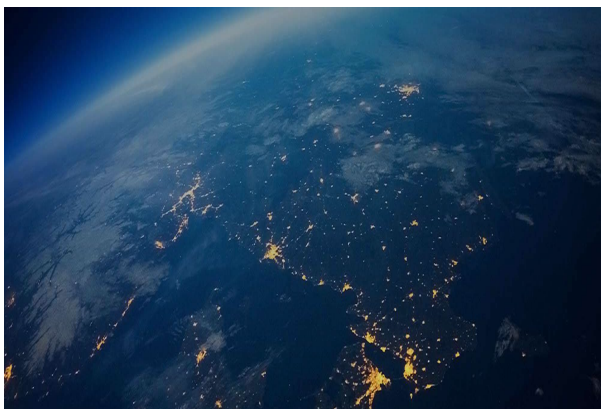
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## About Odgers Berndtson



Odgers Berndtson is a leading global executive search firm, assisting private and public sector organizations find the highest caliber people for senior leadership appointments across the globe. Our reputation at the top of the executive search profession is over 50 years old. With offices in over 65 cities worldwide, 15 of which are in global majority countries, our experienced executive search specialists operate with absolute discretion, integrity and care, and are expert in finding exceptional individuals for challenging roles.





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