

## JOB DESCRIPTION - MANAGING DIRECTOR

|                                 |  |                                |  |
|---------------------------------|--|--------------------------------|--|
| <b>Role</b>                     | Managing Director                              |                                |  |
| <b>Reports to</b>               | CEO  | <b>Direct reports</b>          | 6  |
| <b>Budgetary responsibility</b> | Oversight project portfolio<br>~£4-6m per year | <b>Resource responsibility</b> | tbc  |
| <b>Safeguarding</b>             | None   | <b>Key relationships</b>       | CEO, COO, Executive Directors, Senior team |
| <b>Contract</b>                 | Permanent, full-time                           | <b>Location</b>                | London and/or Remote                       |
| <b>Salary</b>                   | £75,000 - £100,000                             | <b>Level</b>                   | Director                                   |

### About ISD

ISD is a global think and do tank dedicated to powering solutions to hate, polarisation and extremism. Combining research and analysis with government advisory work and programme delivery around the world, ISD works to implement real-world, evidence-based responses to these challenges. We are a fast-paced and dynamic team that prioritises integrity, collaboration and courage in all we do.

As an independent, international, non-profit organisation with teams in London, Beirut, Berlin, Nairobi and Toronto, ISD enjoys strategic partnerships with some of the world's leading universities and supports more than a dozen prominent governments and international institutions in safeguarding human rights and stemming the rise of extremism and hate.

### Role Purpose

ISD has grown exponentially over the last 5 years, with the team now numbering over 100 staff and consultants operating in over 10 countries. ISD is proud to deliver on a portfolio of 25-30 major programmes simultaneously at any given time. With plans for similar levels of growth, delivery and regional expansion in the next 5 years, we now seek to bring on board an experienced and driven Managing Director to oversee our significant portfolio of research, policy advisory and programming.

Joining the Leadership Team, and working closely with the CEO, COO and regional Executive Directors, the Managing Director (MD) will be responsible for overseeing and growing ISD's established programmatic portfolio. The MD will provide day-to-day leadership to a team of 6 senior staff who manage a range of programmes across various geographies - predominantly focusing on work in Europe and across the Five Eyes countries (Canada, USA, New Zealand, UK and Australia), but also working with the Executive Director for AMEA to oversee programming in Sub-Saharan Africa, Asia, Central Asia, the Middle East and North Africa, and the Western Balkans.

The post holder will strategically lead the programme teams to ensure ISD is able to deliver high quality programming and achieve our strategic goals. Reporting to the CEO, the MD will be ultimately responsible for quality assurance of all project outputs including publications, and will be an extremely strong team leader, strategic thinker, writer and editor. They will have significant prior experience leading work in ISD's focus areas or in areas relevant to ISD's work, and they will be able to quickly grasp the significance and impact of ISD's programming, and understand how to develop these.

## Responsibilities

### 1. Team Management/Leadership and Oversight of Programme Delivery (50%)

- Oversee and hold responsibility for the effective delivery of ISD's global programming, as driven regionally by the senior team (Executive Director AMEA; Executive Director Germany; Executive Director US (to be hired), Head of Policy & Programmes, Europe & Five Eyes; SCN Director; other central Head-level roles)
- Ensure the development and strategic integration of ISD's ways of working – Analysis, Advisory and Action – across all regions
- Drive impact and ensure this aligns with ISD's strategic goals across Research and Analysis, Policy Advisory and Action programming
- Provide management support to the senior team, ensuring alignment between regional strategies and outputs, and supporting them in their managing of global teams
- Provide quality assurance across all programming outputs

### 2. Editorial Oversight (25%)

- Provide analytical and editorial oversight for ISD's publications pipeline, ensuring the highest possible standards for ISD's research, analysis and written outputs.

### 3. Organisational leadership (5%)

- Provide strategic advice and support to the CEO and Leadership team on all matters relating to the organisation's programming
- Work with the COO and Head of Project Operations to ensure portfolio of programming is delivered within the framework of ISD's financial and operational objectives

### 4. Development/Fundraising (20%)

- Drive development and programmatic expansion for existing areas of programming
- Advise and coach staff in the growth and development of programmes and projects
- Maintain/oversee effective formal and informal relationships with stakeholders, partners, donors and relevant government agencies, policy makers and other constituencies
- Support the Head of Communications and Head of Development in communicating impact with a broad audience of stakeholders

## PERSON SPECIFICATION

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

### Competencies

These reflect ISD’s [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

| Guiding Principles | Competencies   |
|--------------------|--|
| Integrity          | <ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>           |
| Collaboration      | <ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>     |
| Agility            | <ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Growth mindset</li> </ul>   |
| Courage            | <ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Passion for driving change</li> </ul> |

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

|   | Essential  | Desirable  |
|---|--|--|
| <b>Knowledge, training and qualifications</b> | <ul style="list-style-type: none"> <li>• Degree-level qualification or relevant experience</li> <li>• Excellent understanding of ISD’s key issue areas, including extremism, hate, disinformation and polarisation</li> <li>• Significant experience managing and implementing programming in international contexts in any of the following domains: conflict and stabilisation, democracy promotion, capacity building, countering violent extremism (CVE), disinformation/ electoral integrity work.</li> <li>• Significant experience in financial, project and people management</li> <li>• Proven editing and/or writing skills</li> </ul> | <ul style="list-style-type: none"> <li>• Master’s Degree Qualification or substantial relevant experience on extremism, hate groups or related topics</li> <li>• Published work and representational track-record in the fields of conflict, extremism and polarisation</li> </ul> |

|                                       |   |   |
|---------------------------------------|---|---|
| <p><b>Experience</b></p>              | <ul style="list-style-type: none"> <li>• Proven experience as a Managing Director or other senior leadership position in a similar organisation</li> <li>• Demonstrable experience in developing and delivering against strategic and business plans</li> <li>• Substantial experience of, leading, motivating and supporting an ambitious and high-performing team, and of managing senior staff</li> <li>• Experience building out programming, raising substantial funds for international programming and managing international teams</li> <li>• Substantial experience overseeing a portfolio of programming with a range of donors</li> <li>• Proven ability to make informed strategy decisions and take advantage of opportunities</li> <li>• Experience editing or writing research reports, journalistic content or policy briefings.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience working with national and local governments</li> <li>• International management experience</li> </ul> |
| <p><b>Skills</b></p>                  | <ul style="list-style-type: none"> <li>• Strong team management skills (remote, international teams)</li> <li>• Extremely strong written and oral communication skills</li> <li>• Exceptional analytical and critical thinking skills</li> <li>• Entrepreneurial approach to fundraising and development</li> <li>• Commercial acumen</li> <li>• Exceptional writing and editing skills</li> </ul>  | <ul style="list-style-type: none"> <li>• Professional language skills (particularly French or German)</li> <li>• Experience of public speaking</li> </ul> |
| <p><b>Additional requirements</b></p> | <ul style="list-style-type: none"> <li>• Demonstrable alignment with ISD’s Guiding Principles</li> <li>• Cultural literacy</li> <li>• Flexibility and a can-do attitude</li> </ul>  |   |