

JOB DESCRIPTION – EXECUTIVE DIRECTOR, ISD GERMANY

Role	Executive Director, ISD Germany		
Reports to	ISD Global CEO; ISD Germany Supervisory Board	Direct reports	5+
Budgetary responsibility	€3.2m	Resource responsibility	TBC
Safeguarding	Support manager/team/ with safeguarding of staff across all global offices/specific teams	Key relationships	CEO, COO, MD, Executive Directors, Global Programme Directors, German Senior team
Contract	Permanent, full-time, open to job share	Location	Berlin
Salary	€100.000 - €130.000	Level	Executive Director (2.1)

About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponised hate, polarisation, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

Role Purpose

The **Executive Director (ED) of ISD Germany** will lead and strategically grow ISD's German and European footprint, delivering innovative programming across the region. Building on our existing networks, expertise and infrastructure, the post holder will develop and advance ISD's research, policy and action work within Germany, the EU and where possible nearby geographies, leading and expanding a strong team and deepening equally strong relationships with key stakeholders across government, civil society, academia and media.

To this end, the post holder will develop the performance of ISD Germany's team and develop and implement an integrated growth strategy which includes new fundraising approaches. The ED will represent ISD at major conferences, in the media, and at high level briefings with the Bundestag, the federal government, EU institutions, and other international fora. They will also provide senior editorial guidance to the team, supporting the team to produce the highest calibre research work and written output.

The ISD Germany Executive Director will be a core member of ISD's Global Leadership Team and will report to the global CEO. They will work closely with ISD's regional offices and leadership and will contribute to the strategic direction of the whole organisation.

Responsibilities

Organisational, strategic and editorial leadership (25%)

- Work with Board and Global Leadership Team to develop the strategy and implement the plan to expand ISD Germany's impact (operational and programmatic) and build out our European portfolio of work, including that funded by the EU
- Drive the build-out of ISD's Germany's Board, helping engage donors and sector leaders in the vision, purpose and potential for our work in Germany and nearby geographies
- Work with the Global Leadership Team to provide strategic direction to the organisation and support to the Global CEO
- Based on substantive knowledge and experience in relevant areas, independently and effectively lead the editorial direction of German language and Germany focussed research and communications outputs

Fundraising, development and representation (25%)

- Develop an integrated and robust growth strategy for ISD Germany, in collaboration with the senior German team and Global programmatic leads
- Expand our network of donors for ISD Germany (project-based funding and foundation/philanthropic donations), in support of identified priorities and the growth strategy
- Support the Board to raise significant unrestricted funds annually
- Drive development for significant and sustainable expansion of ISD programming in Germany and, where possible, in nearby geographies, through relevant meetings with potential funders and partners

Provide senior representation and build out of networks across policy constituencies, business and industry, media, academia and other key stakeholders (25%)

- Drive outreach and communications with key stakeholders around ISD's work in Germany and Europe, in collaboration with ISD Germany's leadership team
- Deliver high-level speeches, presentations and other inputs at briefings, events and other programmatic and policy engagement opportunities
- Build and maintain network of media contacts and represent ISD through media engagements and other representation opportunities

Team and institutional management (25%)

- Develop ISD Germany's organisational structure by recruiting, mentoring and inspiring a high-performing and diverse team that delivers high-quality outputs in an efficient manner and contributes to ISD Germany's growth
- Work with the global Managing Director to facilitate cross-organisational knowledge sharing through embedded placements of experts and programmatic leads from other ISD offices

- With the global Chief Operating Officer, create and oversee the annual ISD Germany budget and provide outstanding leadership and financial management
- Oversee day-to-day operations and staff, with ultimate accountability for the success of the organisation
- Develop and implement a strategy for talent management, resource management, and operational priorities
- Uphold ISD's vision, mission and Guiding Principles and foster a productive organisational culture

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

Our commitment to Equality, Diversity & Inclusion

We try to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

Competencies

Our core competencies 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"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team

Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Problem Solving
Courage	<ul style="list-style-type: none"> • Strategic thinking • Growth Mindset

Specific Requirements

The following requirements 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
Experience	<ul style="list-style-type: none"> • Proven experience in a senior Leadership position in a similar organisation • Proven ability to make informed strategic decisions and take advantage of opportunities • Demonstrable experience in developing and delivering against strategic goals and business plans • Substantial experience of leading, motivating and supporting an ambitious and high performing team, and of managing senior staff • Experience in setting up organisational management structures, to facilitate knowledge management, inter-entity collaboration and reporting • Experience in building out programming, raising substantial funds for international programming and managing international teams including through relationship building with international bodies, national and local governments • Experience editing or writing research reports, journalistic content or policy briefings. 	<ul style="list-style-type: none"> • Experience working with national and local governments • International management experience • Substantial experience overseeing a portfolio of programming with a range of donors

	<ul style="list-style-type: none"> • Significant representation, stakeholder engagement and media experience 	
Knowledge, training and qualifications	<ul style="list-style-type: none"> • Excellent understanding of ISD's key issue areas, including extremism, hate, disinformation and polarization • Master's Degree Qualification Humanities, Political Science, or a related field • Significant understanding of programming and fundraising in any of the following domains: conflict and stabilization, democracy promotion, capacity building, countering violent extremism (CVE), disinformation/ electoral integrity, international relations and policy 	<ul style="list-style-type: none"> • Published work and representational track-record in the fields of conflict, extremism and polarisation • PhD related to extremism, hate, disinformation or related topics
Skills	<ul style="list-style-type: none"> • Strong team management and leadership skills, including with remote, international teams • Extremely strong written and oral communication skills • Exceptional analytical and critical thinking skills • Entrepreneurial approach to fundraising and development and commercial acumen • Native speaker equivalent language skills in German and English, including exceptional editing skills 	<ul style="list-style-type: none"> • Additional professional language skills (particularly French, Russian, Chinese or Arabic)
Additional Requirements	<ul style="list-style-type: none"> • Demonstrable alignment with ISD's Guiding Principles • Cultural literacy • High levels of personal and professional integrity • Ability to multitask and versatility in meeting a wide range of needs • Extensive contacts with policy makers / thought leaders in 	<ul style="list-style-type: none"> • Ability to tap into funding from other European foreign ministries, including the Netherlands, Denmark, Norway, and Sweden,

	Germany, and in Brussels, as well as other EU member states.	
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