

## **ILSI DIRECTOR OF OPERATIONS**

Located in Washington DC, the ILSI Director of Operations is part of the ILSI Governance and Coordination group and reports to the ILSI President and Chairperson, who serve jointly as the senior elected officers of the ILSI Board of Trustees, and on a dotted line to the Chair and Vice-Chair of the ILSI Management Team, who represent the Executive Directors of ILSI's entities. This position supports the ILSI Board of Trustees' efforts to advance implementation of ILSI's mission and Board-approved strategic efforts; identifies and facilitates potential points of synergy across the organization and with novel organizational partners; and serves as the ILSI focal point for coordination and dissemination of ILSI-wide policies and practices across the global organization through extensive engagement with the ILSI Management Team and individual ILSI branches.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

### **Management**

- Maintains an effective and collaborative working relationship with the ILSI Board of Trustees and ILSI Management Team, and engages elected leadership of both groups collectively and individually in identifying and communicating the key challenges, opportunities, and trends affecting the organization.
- Works with the ILSI Executive Committee and ILSI Management Team to focus board meetings on topics of highest priority and provides Board members with appropriate information in a timely fashion.
- In conjunction with the ILSI Board and ILSI Management Team, forges and cultivates partnerships with other key organizations that share a common set of objectives. This is especially critical given the dynamic pace of growth and change in the public-private partnership ecosystem.
- Works with the ILSI Management Team and ILSI's Chief Financial Officer to make sound financial decisions and recommendations to the ILSI Board of Trustees, based on a comprehensive understanding of the organization's strategic plan and financial health.
- Interacts extensively and regularly with ILSI entities, to listen to their needs, maximize engagement, identify opportunities for synergy, and cultivate a culture across the organization of integrity, respect, teamwork, innovation, and results.

### **Operations and Compliance**

- Supports daily operations and drives continuous efficiencies for a global organization with 18 individually managed entities.
- Collects information from branches regarding issues and risks related to ILSI and branch operations and scientific program implementation in a timely manner, and works with the ILSI Management Team to suggest appropriate program adjustments;
- Conducts data-driven evaluations of organizational processes and practices and works with the Board and ILSI management to secure improvements through group facilitation and team building.
- As an ex officio member of the ILSI Management Team, supports change leadership and identifies opportunities for business or process improvements; makes associated recommendations as appropriate and deploys relevant systems and tools to support this process improvement culture.
- Manages the execution of cross-branch organizational processes and tools (e.g., reporting requirements, databases, websites etc.) to ensure success and compliance with standards of practice.

- Manages quality control and monitors key performance indicators to ensure compliance with ILSI's Mandatory Policies.

### **Communications**

- Works with the ILSI Management Team to identify communications priorities and strategies.
- Works with the ILSI communications professional to promote coordinated outreach and consistent, high quality messaging to internal and external ILSI stakeholders.

### **QUALIFICATIONS**

- Minimum of ten years of operations/management experience, preferably working for an international nonprofit organization or possess relevant experience working with a board of trustees and broad group of international stakeholders within the health sectors.
- The ideal candidate will have a combination of undergraduate and master's degrees that cover science (e.g., nutrition, food safety, life science) and business management or administration.
- Experience facilitating progressive organizational change and development within a dynamic organization.
- Willing and able to work in a matrix environment, places high value on the importance of teamwork, and has proven ability to develop strong working relationships across cultures.
- Superior management and analytical skills; ability to influence and engage direct and indirect reports and peers.
- Exceptional written, oral, interpersonal, and presentation skills in English is essential; other languages beneficial.

### **PHYSICAL DEMANDS**

- This is largely a sedentary role.
- Ability to sit at a desk for more than one hour at a time.
- Ability to operate computer and other office equipment
- The employee is regularly required to talk or hear.
- Flexibility to travel domestically and internationally is required.
- The noise level is generally quiet to moderate.

*This description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.*