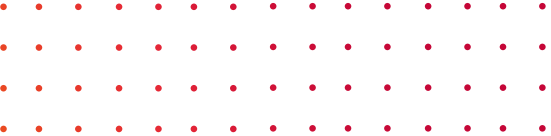
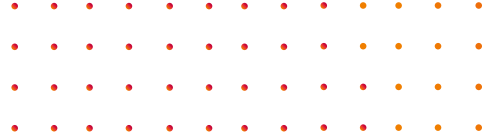




— **Director General**

The International Currency Association (ICA)



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The International Currency Association is the single, coherent voice of the currency industry – covering design, production, manufacturing and distribution. We are the first industry body of its kind with a membership made up of businesses that span the sector. Our aim is to:

- Help balance the conversation on future payments – provide compelling thought leadership content and influence key stakeholders.
- Demonstrate that cash is a vital part of the payment landscape – now and in the future.
- Form a community of thought leaders, influencers and innovators who are collectively driving the future of the industry.

Membership of the ICA is open to legally incorporated companies and businesses (but not to individuals or consultants) that are suppliers of currency, or suppliers of products, technologies and equipment used in the design, production, handling and circulation of currency.

Trade or industry associations or other organisations and institutions such as universities, foundations and NGOs can be co-opted as associate members.



# What You'll Do

Reporting to the Chairman and the ICA Board the DG leads the ICA association in creating a cohesive voice for the currency industry, identifying and prioritising research and best practice sharing to drive the constant innovation needed to keep currency as a preferred payment of choice.

The DG will be responsible for the management of the association and for the management of a successful global conference which is a key revenue source for the association. He/she will drive the currency industry's representation and advocacy activities on global key policy issues affecting the industry. The DG is the face of the currency industry to all stakeholders and a powerful advocate for the ICA and for achieving the ICA's mission.

The ideal candidate has executive level management experience in both running and managing an international association and in the political environment, enabling them to credibly lead sensitive industry issue projects with diverse stakeholders. Outstanding networking and integrative skills are required, bringing the different players in the industry together and engaging stakeholders outside the industry. Excellent communication skills are necessary to draft written position statements as well as to articulate corresponding advocacy at meetings and conferences.

The DG will be supported by an Operations & Events Director and can rely on a back-office (finance, IT and accounting).





## Key Responsibilities

- Lead the ICA strategically with vision and hands-on.
- Ensure a successful planning of a further edition of the Global Currency Forum, the ICA's flagship conference – the conference organised by the industry for the industry and its stakeholders.
- Manage revenue generation, finance and accounting.
- Provide support and guidance to the ICA Board of Directors.
- Develop global policies and positions through collaboration and consensus-building with member company experts and with the ICA committees.
- Refine strategy and create annual operating plan, including stakeholder mapping.
- Create awareness with institutions and organizations to endorse cash as the preferred payment choice.
- Build alliances with other industry sectors and stakeholders.
- Be the voice of the industry association, identify platforms that might promote the case for cash and represent the industry/ hold presentations.

## Internal Responsibilities Include

- Provide support and guidance to the ICA Board of Directors by excellent preparation of meetings and decision items.
- Manage the ICA strategically and support the Board with documentation and recommendations for action, providing global strategic direction in alignment with the Board and the ICA Chairperson.
- Manage working groups including ICA committees, assure their staffing and that they deliver the results defined by the Board.
- Refine strategy and create annual operating plan and budget, including a stakeholder mapping.
- Responsible for the overall budget management and financial oversight for the ICA and the GCF Conference; oversight of agencies for the event.
- Responsible for attracting new members to the ICA.
- Ensure the professional running of the association, including internal administrative type policy development.
- Providing leadership to the Operations Director, any further staff/ contractors as well as supervising the Secretariat.

## Candidate Profile

The ideal candidate has executive level management experience in both running and managing an international association and in the political environment, enabling her or him to credibly lead sensitive industry issue projects with diverse stakeholders. Outstanding networking and integrative skills are required, bringing the different players in the industry together and reaching out to stakeholders outside the industry.

Excellent communication skills are necessary to draft written position statements as well as to articulate corresponding advocacy at meetings and conferences.

### Experience

- 10+ years' experience at executive level within either in industry, government or trade associations.
- Demonstrated working experience working in political environments.
- Strong marketing background, including branding, marketing communications and conference organization.
- Used to dealing with relevant major conventions and stakeholders across the political spectrum (NGOs, associations, and other organizations and stakeholders.
- Industry experience or proven ability to familiarize herself/himself quickly with any industry/industry environment.



### Skills

- Demonstrated ability to lead, motivate and participate in culturally diverse, multi-functional and cross- geographic teams and networks.
- Able and willing to use a hands-on approach in this small association.
- Demonstrated ability to navigate complex, ambiguous and political environments.
- Demonstrated ability to organize, prioritize and communicate projects in a political field.
- Experienced in budget and project management.
- Track record for ability to multi-task and set priorities.
- Demonstrated skills in designing and executing effective advocacy campaigns to influence policies.

### Personal Characteristics

- Results-oriented and pragmatic way of working.
- Good networker with the ability to charm, convince and bring together parties with diverse backgrounds and agendas.
- Relates well with diverse groups of people, even when under pressure, and actively reaches out to colleagues and other players.
- Confident in any environment and able to hold her/his own in debates

### Education Level

- An advanced university degree is required.
- Excellent English is required, fluency in other languages advantageous.

# Recruitment Process



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The Executive Search firm Dober Partners has been retained to support ICA's Board of Directors select a shortlist of prospective candidates against the criteria set out in this document.

If you wish to apply for this exciting position, please send your CV to the Dober Partners - ICA Search team below, as soon as possible.

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