



# Job description

**Executive Director**  
**INATBA aisbl**  
**Brussels, Belgium**

INATBA ([www.inatba.org](http://www.inatba.org)) is the newly formed International Association for Trusted Blockchain Applications that offers developers and users of DLT a global forum to interact with regulators and policy makers and bring blockchain technology to the next stage.

## **Job brief**

We are looking for an Executive Director to lead, direct and co-ordinate the international activities of INATBA and oversee all operations, functions and activities from its Brussels office. The Executive Director will be the face of the organisation, responsible for giving strategic direction and implementing a high-quality vision. We are looking for an exceptional individual who is an influential manager with the ability to lead and motivate the INATBA team. The ideal candidate would have great communication skills and take a holistic approach in managing the organization's operations. The goal is to manage, lead and grow this new organisation towards the realisation of its mission.

## **Responsibilities**

- In collaboration with the Board of Directors, developing and implementing strategies aiming to promote INATBA's mission and vision.
- Creating complete business plans for the attainment of goals and objectives set by the Board of Directors.
- Financial management and risk assessment.
- Responsible for communicating effectively with the Board and other governance bodies and providing, in a timely and accurate manner, all information necessary for the Board and other governance bodies to function properly and to make informed decisions.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organisation.
- Responsible for fundraising and developing other resources necessary to support INATBA's mission.
- Forge and maintain relations of trust with members, stakeholders, partners and external authorities.
- Responsible for the recruitment, training, development and retention of competent and qualified staff for the Secretariat.
- Ensure adherence of the organisation's daily activities and long-term plans to established policies and legal guidelines.
- Act as the public speaker and public relations representative of the association.
- Plan and manage the organisation's advocacy work.



## **Requirements**

- Five or more years senior management experience
- Experience in growing organisations on a global level
- Knowledge of and experience with activities in the field of DLT
- Transparent and high integrity leadership
- Experience in developing strategies and plans
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- In depth knowledge of corporate governance principles and managerial best practices
- An analytical mind capable for “out-of-the-box” thinking to solve problems
- Excellent communication (oral and written) and public speaking skills
- Willingness to undertake international travel where necessary

## **Languages**

- Essential: Excellent knowledge of English (reading, writing and speaking)
- Desirable: Knowledge of one or more other languages

## **What we offer**

- An international and dynamic working environment
- A key international position in the area of DLT
- The opportunity to develop an international organisation together with more than 200 international partners

## **Terms of the contract**

The duration of the contract is three years starting end 2019. The contract is renewable for a period of two years upon positive decision of the Board of Directors. The contract is full time. Competitive salary package commensurate with experience and similar Brussels-based positions.

To apply, please send a CV and motivation letter to INATBA, email: [inatba@kellencompany.com](mailto:inatba@kellencompany.com)

**Closing date for applications:** Tuesday, 1<sup>st</sup> October 2019 (midnight CET)