



Legal Seat – Helsinki, Finland

## **WORLD FEDERATION OF THE DEAF**

An International Non-Governmental Organisation in official liaison with ECOSOC, UNESCO, ILO, WHO and the Council of Europe. WFD was established in Rome in 1951.

PO Box 65, 00401 Helsinki, FINLAND

[www.wfdeaf.org](http://www.wfdeaf.org)

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### **INTERIM EXECUTIVE DIRECTOR Job Description**

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#### **Purpose of the Position:**

The Interim Executive Director is responsible for the successful leadership and management of the WFD in line with the strategic direction set by the WFD Board.

Under the line management of the WFD President and guidance of the WFD Board and in supervision of WFD Secretariat members including the Administrative Secretary and Human Rights Officer, the Interim Executive Director is responsible for ensuring timely and quality monitoring, reporting and information management relating to the WFD Action Plan incorporating projects and activities.

#### **Responsibilities of the Position:**

The main responsibilities of the Interim Executive Director will be as follows:

#### **1. Monitoring of and Reporting on WFD's Action Plan and activities**

- a) monitoring the yearly Action Plan and reporting outcomes at each Board meeting.
- b) compiling Secretariat reports to the Board in co-operation with WFD Secretariat members
- c) producing WFD's annual report, any other reports as required in co-operation with the WFD Secretariat, WFD Ordinary Members, WFD Regional Secretariats and the President

#### **2. Financial budgeting and control**

- a) compiling the organisation's annual budget in co-operation with the WFD Finance Committee
- b) monitoring the annual budget and reporting to the Board at least every six months in co-operation with WFD's Finance Committee
- c) serving as the organisation's contact person in financial administration, such as salary administration and travel accounting

#### **3. Human Resources Management**

- a) employing and supervising staff in cooperation with the WFD Human Resources Committee and FAD
- b) monitoring and reporting to the WFD Human Resources Committee regarding staff management issues
- c) conducting annual staff appraisals in collaboration with the WFD President/Chair of WFD Human Resources Committee
- d) serving as the organisation's contact person in regard to registration of WFD as an employer with relevant bodies

#### **4. Fundraising/Communication**

Works to ensure continuity in the WFD's income stream in alignment with the WFD's goals by:

- writing a fundraising plan (short and long term)
- ensuring that WFD has the necessary license to carry out fundraising in accordance with Finnish legislation
- developing fundraising activities and campaigns, in co-operation with WFD's Fundraising Committee and in accordance with Action Plan activities and goals
- writing project applications
- assisting in defining the geographic coverage, theme and objectives of future projects

- a) generating contacts in Finland to obtain sustainable state support (Government and Parliament)
- b) supervising external communications including website, newsletters and media releases

## **5. Human Rights Management**

- a) supporting and supervising the work of the Human Rights Officer in planning and executing advocacy activities, such as:
  - reviewing and contributing to IDA statements and reports, in collaboration with WFD Board and Expert Groups.
  - following-up with IDA and the UN with specific focus on education, sign language and accessibility
  - monitoring international human rights advocacy work, which will vary over time, but which currently includes:
    - IDA Education and Women flagship programs managed by the WFD Human Rights Officer
    - BRIDGE CRPD-SDGs project managed by the WFD Human Rights Officer
    - No One Left Behind (NOLB) project managed by the WFD Human Rights Officer
- b) overseeing the development of and/or implementation of:
  - WFD Position Papers, with Board support.
  - International Day of Sign Languages / International Week of the Deaf project

## **6. WFD Board Meetings**

- a) preparing Board meeting agendas and associated papers in cooperation with the Administrative Secretary
- b) writing the Board meeting minutes
- c) implementing the WFD Action list/follow up of the WFD Action List

## **7. WFD General Assembly**

- a) following-up on actions from the WFD General Assembly, including preparation of an Action List.

## **8. Other responsibilities**

- a) leading the co-ordination of the WFD Secretariat for the 2021 WFD Conference
- b) ensuring that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality and compliance with relevant regulations is maintained
- c) other duties as required and/or in consultation with the WFD President