

Executive Officer Position Description

Position Summary: This full-time position reports to the Secretary-General of the International Union of Basic and Clinical Pharmacology (IUPHAR). The duties involve performance of a multitude of complex delegated administrative responsibilities that require a detail-oriented person who is self-motivated and capable of managing multiple tasks with deadlines.

Required Qualifications:

- Bachelor's degree in accounting, business administration, public administration, or health services administration or a scientific discipline or a minimum of 4 years of directly relevant work experience
- Minimum of three years experience in the use of personal computers, especially word processing, database, spreadsheet and graphics software (e.g., Word, Access, Excel, PowerPoint, Photoshop, and electronic mail)
- Must be willing to travel internationally one or two weeks per year
- Fluent in spoken and written English

Preferred Qualifications:

- Graduate degree in business administration, public administration, or health services administration or a scientific discipline.
- Prior experience providing executive support for a non-profit entity
- Prior experience producing a newsletter (InDesign)
- Prior experience maintaining a membership database (Joomla)
- Prior experience as a webmaster (Joomla and JomSocial)
- Prior experience with distance education software (Guru)
- Prior experience preparing and submitting funding grant applications
- Prior experience in the discipline of pharmacology or a related field
- Native English speaker with moderate proficiency in a second language

Responsibilities and Duties:

- Coordinate all routine communication
 - Review all incoming communication, including telephone, fax, mail, and electronic then respond directly to the inquirer or refer the inquiry to the officer(s) or committee chair(s), as appropriate.
 - Must be able to communicate diplomatically and effectively with individuals from countries around the world.
 - Forward to the officers correspondence of consequence.
 - Arrange for the creation of brochures, stationery, or other specialized items.
 - Post (weekly preferred, monthly at a minimum) on LinkedIn, Twitter and FaceBook appropriate news items or calls for action.
 - Distribute announcements and calls for action as needed, including reminders and acknowledgements.
- Maintain accurate records
 - Keep organized, accessible and searchable the files of all IUPHAR matters, including correspondence, publications, meeting information, etc.

- Maintain the ongoing archival of IUPHAR documentation with the Wellcome Trust. Integrate new files with existing documents and keep all organized, accessible and searchable.
- Maintain databases
 - Routinely update the online Joomla database of society officers, committees, sections and division, and adhering societies.
 - Routinely update the Excel database of Executive Committee, chairs and webmasters
 - Routinely update the QuickBooks database of dues invoice recipients for all adhering societies.
- Publish the newsletter entitled *Pharmacology International*, distributed in June and December
 - With the guidance of the Secretary-General identify, invite, chase and assemble appropriate materials for publication in the IUPHAR newsletter.
 - Provide appropriate editing of material, including improvement of English usage as necessary.
 - Be able to write headlines or brief summaries or occasional short articles or introductions.
 - Using appropriate software (e.g., InDesign) copyedit newsletters in electronic format.
 - Distribute to Division/Sections/Subcommittees chairs and officers of adhering organizations in a timely manner.
- Maintain and update the IUPHAR portal and webpages
 - Coordinate with the chairs of the Committees/Division/Sections and Subcommittees to accurately reflect on the website the current participants and ongoing activity of each group.
 - Support existing webmasters as needed and train new webmasters as they are recruited.
 - Routinely post updated information on IUPHAR.org to ensure a dynamic website.
- Prepare reports, proposals, and grant applications
 - Draft descriptions of initiatives, programs, plans or other documents to be reviewed and finalized by an IUPHAR officer.
 - Research required format, materials and/or attachments.
 - Invite, chase and assemble collaboration materials required for grant submissions.
 - Distribute the completed projects as appropriate.
- Accounting (QuickBooks)
 - Initiate annual dues statements to adhering societies (accounts receivable) every January.
 - Collect tardy dues via email and telephone.
 - Track expenses and pay vendors (accounts payable).
 - Reconcile all monthly bank balances.
 - With the guidance of the Treasurer, generate monthly and annual financial reports that delineate the various programs within IUPHAR.
 - Coordinate the distribution of financial records to the external and internal auditors and ensure timely return of their reports.

- Manage IUPHAR meetings and events
 - Executive Officers
 - Identify and confirm dates for monthly teleconferences and in-person meetings.
 - Prepare and distribute draft and finalized versions of agendas, handouts and minutes.
 - Executive Committee
 - Identify and confirm dates for annual meetings.
 - Identify and confirm dates for ad hoc teleconferences
 - Prepare and distribute draft and finalized versions of agendas, handouts and minutes to all participants.
 - Coordinate with local organizers to arrange hotel accommodations, ground transportation, meeting rooms, catering and guests.
 - Regional Conferences
 - Coordinate with meeting organizers for marketing and logistics.
 - Quadrennial World Congresses
 - Coordinate with meeting organizers for marketing and logistics.
 - Design, assemble and man the IUPHAR booth.
 - Manage the General Assembly including, but not limited to, the determination of which IUPHAR member societies are eligible to send delegates, inviting and documenting the appointment of delegates, the meeting facilities, registration of participants, the distribution of meeting materials and subsequent creation, internal approval, and distribution of the minutes.
 - Young Investigator Competitions
 - Coordinate with meeting organizers to receive eligible abstracts, arrange presentation facilities, and program recognition.
 - Communicate with finalists for logistical details and visa documentation as needed.
 - Arrange awards and certificates as needed.

- Assist the IUPHAR Executive officers in all aspects of daily operation as needed.

Length of Appointment: To be decided

Salary Range: To be decided

Location: To be decided