



CIRCULAR

November 2000

Circular N° 33/2000

To: International Commissioners

Dear Colleagues,

SEARCH FOR A DIRECTOR OF THE WORLD SCOUT FOUNDATION

The Executive Secretary of the World Scout Foundation, Mrs. Doreen Tailens, will be retiring in the second half of next year.

The World Scout Foundation is looking for a Managing Director and has created a Search Committee chaired by Klaus J. Jacobs, former Chairman of the World Scout Foundation. This committee has established the enclosed job description which it has asked us to circulate to National Scout Organizations.

Candidatures should be received by **Wednesday 17th January 2001** at the latest, at the following address:

Mr Klaus J. Jacobs
Chairman of the WSF Task Force
c/o Mrs. Vreni Stocker
Jacobs AG
Postfach
CH - 8034 Zurich, Switzerland

We draw your attention to the very short deadline.

Yours sincerely,

Jacques Moreillon
Secretary General

Enclosure: A/S
c.c.: WSF Board
JM/DT/cf/Circularsmisc

Job Description for the Managing Director of the World Scout Foundation

<ul style="list-style-type: none"> • General Area of Responsibility 	<ul style="list-style-type: none"> • Managing Director of the World Scout Foundation of the World Organisation of the Scout Movement
<ul style="list-style-type: none"> • Reporting Line 	<ul style="list-style-type: none"> • Directly to the Chairman of the World Scout Foundation board
<ul style="list-style-type: none"> • Subordinated Staff 	<ul style="list-style-type: none"> • To be organised by the Managing Director of the WSF in agreement with the board of the WSF
<ul style="list-style-type: none"> • Areas of Responsibility 	<p>1. Sponsoring / Fundraising</p> <p>1.1. Sponsoring:</p> <p>1.1.1. Develops and implements the WSF Sponsoring policy and concept</p> <p>1.1.2. Contacts, negotiates and closes with possible sponsor partners of the WSF</p> <p>1.1.3. Provides regular internal and external information about sponsor partners</p> <p>1.2. Fundraising:</p> <p>1.2.1. Supports the Fundraising Committee to conceive, develop and implement the mid- and long-term Fundraising policy of the WSF</p> <p>1.2.2. Supports the board members when new BP fellows are to be recruited</p> <p>1.2.3. Motivates BP fellows to move forward to the Honours Programme</p> <p>1.2.4. Supports the Fundraising Committee in its task whenever necessary</p> <p>1.3. Regular Revenues</p> <p>1.3.1. Develops and implements strategies for regular revenues for the WSF</p> <p>2. Service to the World Scout Foundation board:</p> <p>2.1. Foundation board:</p> <p>2.1.1. Ensures a high quality of administrative services to the members of the WSF board</p> <p>2.1.2. Secures regular information of the WSF board members</p> <p>2.1.3. Responsible for strong follow-up and leadership of the Honours Programme</p> <p>2.1.4. Follows-up and takes care of the Bequest Programme</p> <p>2.1.5. Evaluates and implements new fellowship programmes</p> <p>2.2. Recruiting of Volunteers:</p> <p>2.2.1. Supports the board members to find high profile personalities to serve the board</p>

	<p>2.2.2. Supports recruitment of high profile personalities for fundraising/lobbying</p> <p>3. Management of the WSF Office:</p> <p>3.1. Administration:</p> <p>3.1.1. Responsible to run and operate the WSF office in an effective and productive way</p> <p>3.1.2. Responsible for the office Staff</p> <p>3.1.3. Responsible for an adequate office infrastructure</p> <p>3.1.4. Organises an appropriate archive</p> <p>3.2. Finances:</p> <p>3.2.1. Responsible for the budgeting, bookkeeping and financial reporting of the WSF</p> <p>3.2.2. Regular reporting to the Foundation board on financial matters</p> <p>3.2.3. Supports the Investment Committee in its task when necessary</p> <p>3.3. PR and marketing:</p> <p>3.3.1. Responsible for the general marketing and PR work for the WSF</p> <p>3.3.2. Plans and implements regular information to the BP fellowship members, and any Scout organisation were appropriate</p> <p>3.3.3. Represents the WSF on important events</p> <p>3.3.4. Secures an attractive and up-to-date homepage of the WSF and contributing to the development and introduction of the envisaged World Scout portal</p> <p>3.3.5. Products and ensures appropriate stock of printed matters of the WSF</p> <p>3.3.6. Creates and products the annual report of the WSF</p> <p>4. Baden Powell-Fellowship:</p> <p>4.1. Organises fellowship meetings</p> <p>4.2. Organises other events for the WSF</p> <p>4.3. Takes part in official WOSM events</p> <p>4.4. Cares world-wide for BP Fellows and keeps them informed about Scouting in general and WSF in particular</p> <p>4.5. Initiates and implements new Chapters</p>
<p>• Collaboration</p>	<p>5. Ensures a positive co-operation with the World Scout Bureau and its regional offices</p> <p>6. Keeps regular contacts with GO's and NGO's were appropriate</p> <p>7. Ensures best possible contacts with national Scout Associations of the 'WOSM-family'</p>

• **Competencies**

8. Knowledge and experiences
 - 8.1. In the practical organisation and running of an office
 - 8.2. Commercial experience
 - 8.3. Practical, successful experience in the fields of Fundraising, Sponsoring, accounting, financial reporting and project management
 - 8.4. Experience in public appearance, PR and marketing work
 - 8.5. Field experiences
9. Knowledge of the WOSM, its structures and people involved
10. Practical experience as a professional in a leading position of a national and international Scout organisation
11. Good knowledge of the international business world and the world-wide political structures
12. Ability and experience to communicate appropriately with high profile personalities from industries, politics etc.
13. Experience and ability to negotiate and to close with sponsor and other partners
14. Thorough knowledge to co-operate with Sponsors in a Scouting surrounding from high profile industries
15. Experience to keep good relationship with GO's and NGO's of both national and international level
16. Open minded, willing to work within a team of professionals and volunteers
17. Social competence, conflict management
18. Experience in conception work and acting purposeful
19. Secure, diplomatic self-assured manners, rhetorical and skilful appearance, leadership authority
20. High degree of mobility to work and travel