



The Fédération Aéronautique Internationale (FAI) is currently looking for its

## Secretary General

### Overview

The FAI was founded in 1905 and is the international sports federation for air sports, recognized by the International Olympic Committee. The FAI Head Office is located in Lausanne since 1998 and now represents air sports on behalf of some 110 member organisations worldwide.

The FAI awards and supervises world and continental air sports championships around the world and sets and maintains the rules for each of the 10 air sports, which are represented by individual Sports Commissions.

FAI activities also include the establishment of rules for the control and ratification of international aeronautical and astronautical records. In addition, the federation promotes skill, proficiency and safety in global aeronautics, to ensure the safe availability of airspace.

### Your mission

You will report directly to the President and will serve as the Chief Executive Officer of the FAI with direct responsibility for all staff functions. You will be responsible for the day-to-day executive and administrative functions of the FAI, and will have a number of specific responsibilities:

- Deliver the long-term vision and strategic plan for the FAI, ensuring that air sports become increasingly available and attractive to future generations worldwide.
- Build strong relationships with, and support, national ambassadors and individual sport commissions to achieve their own objectives within their respective countries and sports, whilst also creating a forum to share experience, common values and objectives globally.
- Deliver a robust commercial strategy incorporating sponsorship, marketing and media coverage, decreasing the reliance of the federation on members' subscriptions.
- Set up harmonized and common management procedures to work with member federations and commissions aiming at exploiting FAI's aeronautical expertise and heritage in order to ensure increased participation and deliver commercial opportunities.
- Secure the long-term funding strategy for the FAI against agreed budgets and objectives.
- Be directly responsible for the delivery of bespoke federation projects and events, which will involve extensive travel, often out of normal working hours.
- Ensure the World Air Games continues as FAI's flagship event whilst also developing and promoting the global calendar of events in conjunction with member countries and sport commissions.
- Deliver on the opportunities provided through new technologies and adapt the organisation to incorporate new trends and technologies into the strategic plan.
- Be responsible for ensuring that the FAI continues to act as a central source of information and reliable provider of knowledge to the global air sport community.
- Day-to-day responsibility for operating the administrative team in Lausanne.

## Your profile

You will need to show evidence of the following skill-sets, experience and understanding;

- A fundamental knowledge of and experience within the aviation sector. Personal experience of air sports and/or within the sports industry would be beneficial.
- Exposure to and an awareness of the political sensitivities within an international federation environment.
- Appropriate level of leadership to implement central instructions and solutions; to establish clear working procedures and structures ; and to efficiently lead a team with clear working priorities and delegation of duties.
- A persuasive style to efficiently communicate and lead meetings, whilst also generating and maintaining respect from international stakeholders.
- A commercial approach to drive additional revenues through sponsorship and marketing (particularly surrounding commercial bids for worldwide events).
- An ability to cultivate mutually beneficial relationships with a range of stakeholders.
- A sound appreciation of the drivers within a not-for-profit association and the role of its volunteers.
- Experience in crisis management and conflict resolution on an international basis.
- A commitment to the job and an appreciation that there will be extensive travel and weekend commitments. This is a lifestyle not just a job.
- Fluency in English and good knowledge of French. Additional languages are a plus.
- Be ready to settle in Lausanne area.

## We offer

Aeronautics and air sports explore the 3<sup>rd</sup> dimension and still fascinate crowds. Joining the FAI would allow you taking an active role in the further development of air sports.

The FAI offers a modern office infrastructure with motivated and well-trained staff as well as a stimulating and multidisciplinary work environment in Lausanne (Switzerland), the Olympic Capital located on the shore of Lake Geneva. You will also evolve within a multi-cultural international environment which promotes initiative culture.

## How to Apply

Applications should be made with a full CV, detailing qualifications, employment, skills and experience, and a covering letter summarizing your suitability and motivation for the role as well as expected annual salary.

Applications should be submitted no later than **Wednesday 25 September 2013 (12.00 CET)**. Please also send us the names and contact details for three referees. References will not be taken up at this early stage. Full contact details should be included with daytime and evening telephone numbers.

Applications should be sent by e-mail to : [sec.gen@fai.org](mailto:sec.gen@fai.org).

If you have any questions about :

- The position offered: Dr. John GRUBBSTRÖM, FAI President / [president@fai.org](mailto:president@fai.org)
- The recruitment process : Mrs Segolene ROUILLON / [sro@fai.org](mailto:sro@fai.org) / +41 21 345 10 71