



**SIGA
FSIA**

Schweizerische Interessengemeinschaft für Anästhesiepflege
Fédération suisse des infirmières et infirmiers anesthésistes
Federazione svizzera infermiere e infermieri anestesisti



Position Title: Executive Director

Department: International Federation of Nurse Anesthetists (IFNA)

Appointed by: The Council of National Representatives (CNR)

Reports To: IFNA Officers

Job Summary:

The Executive Director is the chief executive officer of IFNA, responsible for the overall management, operations, and implementation of strategic direction of the organization as charged by the CNR. This role involves leading the organization's mission, goals and objectives (determined by the CNR), developing/implementing strategic plans, supporting the IFNA Officers/Committees/CNR, managing the organization's finances together with the Treasurer, and building/maintaining strong relationships with stakeholders and key collaborators. The Executive Director position is not required by the IFNA bylaws. It may be appointed by the CNR and is accountable to the Officers for evaluation of job performance. The ED serves as a representative of IFNA.

Key Responsibilities

Strategic Leadership:

- Implement strategic plans/objectives in alignment with the organization's mission and values and as assigned by the Officers, Executive Committee or CNR.
- Oversee the development and implementation of programs and initiatives.
- Monitor and assess organizational performance and make recommendations for adjustments as needed.

Financial Management:

- Oversee the preparation of the annual budget.
- Oversees management of the budget together with the Treasurer.
- Together with the Officers, particularly the Treasurer, ensure the financial stability and sustainability of the organization.

Operational Management:

- Serves as the Executive Secretary of IFNA, record and distribute minutes in a timely manner for review and approval.
- Oversee the day-to-day operations of the organization, administration, and program delivery, e.g., membership services, communications oversight, compliance monitoring, digital tools management. Includes oversight of membership management, internal communication platforms, digital record keeping, and logistical coordination of global activities.



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- Assist in development of policies and procedures together with the Officers, Executive Committee and CNR.
- Implement approved policies and procedures.
- Ensure organizational compliance with the bylaws, all applicable laws and regulations.
- Collects and disseminates information for CNR, officers, committees, and external organizations .
- Participates in all meetings of the IFNA Officers, Executive Committee, Board of Directors (now CNR) and committees, when presence is required.

Stakeholder Relations:

- Work with IFNA leadership to build and maintain strong relationships with country membership, collaborators, and other stakeholders.
- Represent IFNA the at events, conferences, and media engagements.
- Advocate for the organization's mission and values. Monitor and engage in global health policy developments relevant to nurse anesthesia and represent IFNA in multilateral policy forums.

Other Responsibilities:

- Coordinate location of meetings with host member country representative and assist in meeting planning.
- Review and approve hotel contracts, schedule meal arrangements and transportation for meetings.
- Review and approve all meeting related charges in consultation with the Treasurer.
- Prepare regular reports for the board of directors on activities and organizational performance.
- Participate in relevant professional organizations and networks.
- Submits a job performance self-evaluation annually.
- Presents for job performance evaluation bi-annually with an annual check in meeting.
- Risk assessment, contingency planning, and supporting smooth transitions.

Qualifications:

- **Education:** Must be a Nurse Anesthetist with minimum of Master's degree.
- **Experience:** Proven experience in senior leadership positions, preferably within a global nonprofit or similar organization.
 - Minimum of 5 years international leadership experience required.
- **Skills:**
 - Strong leadership, management, interpersonal, skills.
 - Excellent communication skills (oral and writing).



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- Fluent in English communication skills (oral and writing).
- Excellent financial management and budgeting skills.
- Ability to build and maintain strong relationships with stakeholders.
- Knowledge of relevant laws and regulations governing the Federation and activities.
- Must be proficient in digital tools and platforms required for remote collaboration, document sharing, and virtual meeting facilitation.
- **Working Conditions:**
 - Part-time position with part-time salary.
 - No benefits provided (vacation, health insurance, pension).
 - Normal virtual office conditions.
 - Requires frequent travel, often on weekends. Travel expenses are paid.
 - Exposed to minimal safety hazards in office and those associated with travel.
 - Employee is responsible for payment of applicable taxes on salary according to laws within the country of residence.

Email your nominations to jackierowles1@gmail.com by the 30th of October. We require your email of recommendation and your stated knowledge of candidate as well the candidate's CV.

Jackie Rowles, DNP, MBA, MA, CRNA, ANP-BC, NPSM-C, FNAP, FAANA, FAAN
President, International Federation of Nurse Anesthetists