

## We are looking for a

# DIGITAL FOR PLANET DIRECTOR

### JOB SUMMARY

We are looking for a passionate and visionary leader to serve as our Executive Director. This is an exciting opportunity for a highly motivated individual to shape the future of our organisation and become a leading voice in the field of digital sustainability.

Reporting to the Executive Committee, the Executive Director will oversee the strategic and operational activities of our projects and staff. This experienced leader will not only understand current trends in the digital sustainability scene, but will also have experience in developing and implementing a successful business development plan, as well as in European funded research and innovation programmes and projects. Experience in hiring and managing staff is essential, and established relationships with relevant digital sustainability initiatives in Switzerland and/or in Europe a plus. Above all, the Executive Director should be highly effective in a leadership role that requires clear communication skills and determination.

### KEY DUTIES AND RESPONSIBILITIES:

The Executive Director will oversee daily operations of the organisation, providing effective guidance for program strategies and efficiencies, compliance, and quality assurance, by working in close collaboration with the Executive Committee. The Executive Director will identify and address staffing requirements for efficient operations and maintain a strong work culture that attracts and retains people while driving the organisation's mission.

- **Leadership and Management:** Ensure ongoing development plan excellence, rigorous monitoring and evaluation of the business performance, and consistent quality of finance and administration, fundraising, communications, and systems.
- **Strategic Vision:** Develop, maintain, and support a strong strategy in close coordination with the Executive Committee; seek and build Executive Committee involvement with strategic direction for ongoing operations and development plans.
- **Fundraising and Communications:** Expand revenue-generating and fundraising activities to support existing operations and further expansion while increasing the impact, visibility and credibility of the organisation.
- **Planning and New Business:** Design and implement comprehensive strategies for developing key external partnerships by cultivating relationships with funders, members and partners.

### QUALIFICATIONS:

- Master's degree in a relevant field (business, non-profit management, environmental science, information technology, etc.) or equivalent experience.
- Minimum of 5-7 years of experience in a leadership/high management role.
- Proven track record of success in strategic planning, fundraising, and business development.
- Good understanding of digital sustainability issues and trends.
- Excellent communication, interpersonal, and relationship-building skills.
- Strong analytical and problem-solving skills.

- Ability to work independently and as part of a team.
- A passion for digital sustainability and a commitment to the organisation's mission.
- Previous experience with European funded research and innovation projects.

### **BENEFITS:**

- Competitive salary and benefits package.
- The opportunity to make a real difference in the world.
- Work in a dynamic and fast-paced environment.
- Be surrounded by a team of passionate and talented individuals.

### **DO YOU WANT TO APPLY?**

**Send:**

- Your CV
- Cover letter (clearly elaborate on why you are the right person for the job)

Via email to [careers@digital4planet.org](mailto:careers@digital4planet.org) indicating “**D4P Director**” in the subject.

### **ABOUT DIGITAL FOR PLANET**

Digital for Planet is a non-profit organisation supporting the development and adoption of green digital technologies and solutions for the sustainable development of our economy and society. Our activities aim to ensure that digital technologies and infrastructures are environmentally friendly, economically viable, and socially equitable. From its foundation in 2020, Digital for Planet has been growing into a dynamic and well-recognised institution actively engaged in the European research and innovation scene. With a team of about 10 people, Digital for Planet is currently involved in several Horizon Europe projects working in close collaboration with top-notch public and private organisations.