Call for Executive Director

open call

TGEU is looking for an Executive Director starting in May 2024. This is a full-time position, 40 hours/week.

This job is based in Berlin, Germany. TGEU will provide support if a work visa is required.

Closing date

To apply, please a CV and cover letter to co-chairs@tgeu.org **by 29 February 2024 18:00 CET**.

Background

TGEU (Transgender Europe) is a trans-led nonprofit for the rights and wellbeing of trans people in Europe and Central Asia. TGEU represents 200+ member organisations across 50 countries.

Job description

Are you passionate about the human rights and wellbeing of trans and nonbinary people? Are you dedicated to the leadership and sustainability of trans organisations? Would you like to inspire and support a diverse group of staff, board members, and organisational members in achieving TGEU's mission? We are looking for empathetic leadership that respects and empowers others. If so, this may be the job for you.

TGEU is looking for its next Executive Director to help lead and strengthen the organisation. Key areas of responsibility include organisational development (creating systems and structures to help staff and the Board meet the goals of the membership), fundraising through government contracts and private foundations, and human resources — building and supporting staff skills, capacities, and professional development.

We encourage applications from candidates with different qualifications and experiences, regardless of formal education or background. If you think you meet most of the qualifications listed below, please apply!

Core candidate competencies & attributes

- Understand and practice ethical behaviours and anti-racist, decolonial and intersectional organisational practices, ensuring that these are consistent and align with TGEU's values and mission.
- Transformative leadership that positively influences others to achieve results that are in the best interests of an organisation.
- Ability to determine intersectional strategies to move an organisation forward, set goals, create, and implement action plans, and evaluate the process and results.
- Commitment to supporting staff with an emphasis on healthy working dynamics, creating a positive and constructive work environment, including staff training, development, and growth.
- Adaptability and a willingness to be flexible and versatile in a changing work environment, promote teamwork while maintaining effectiveness and efficiency.
- Demonstrate clear organisational skills and an ability to set priorities, develop a work schedule, monitor progress towards goals, and track activities in collaboration with the team.

- Being experienced and competent in budget management, managing relationships with funders and donors, including reporting of both activities and financial statements.
- Being experienced or willing to learn and adapt to working within a membership-based and a membership-led organisation subject to German laws and regulations.
- Continuously assess, improve, and develop new ways to sustain organisational operations that help innovate and strengthen organisational structures.
- Continually assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organisation.
- Think strategically and assess options and actions based on the organisation's vision, values, and evolving needs.
- Oriented towards achieving organisational and financial sustainability.

Professional experience & credentials

- Senior management or leadership experience in a non-profit organisation with experience in hiring, managing, and supervising staff, or volunteers.
- 5+ years experience in leadership and management approaches in social justice movements, in either a professional and/or voluntary capacity.
- Academic credentials or equivalent experience consistent with the Executive Director role, candidates with substantial community leadership are encouraged to apply. A university degree is not required to work at TGEU, but a related academic degree may be required by the German government to secure a work visa.
- Prior experience in human resources management with evidence of a collaborative and respectful management style
- Possesses or is willing to acquire knowledge of German and EU legislation applicable to non-profit organisations, including employment standards, human rights, occupational health and safety, and funding requirements.
- Has dealt directly with a governance Board, actively building a positive and productive working relationship.
- Experience serving as an organisation's ambassador and spokesperson.
- Experience working with government representatives, policymakers, funders and donors, international human rights organisations and social justice movements.
- Experience in managing hybrid workloads or willingness to support the implementation of hybrid working models.
- Ability to fluently speak, read, and write in English. Proficiency or fluency in German would be considered an asset as well.
- Required to relocate to Berlin, with travel as required. Assistance for relocation will be available.

Position overview & key responsibilities

The Executive Director reports to the TGEU Board and has overall operational responsibility for the successful leadership and management of TGEU. **The position requires a highly effective leader with a passion for building strategic relationships and trust,** with Board and staff, funders, government representatives and EU Institutions, human rights organisations, and other stakeholders, including TGEU's partner organisations, and making a positive impact on the lives of trans and gender-diverse people.

Organisation leadership

- Identify, assess, and inform the TGEU Board of internal and external issues that affect the organisation. Foster effective teamwork between the Board and the staff.
- Lead processes with the Board, staff, and membership to develop and implement TGEU's strategic plan.
- Develop and lead a cross-departmental management team to distribute and build leadership throughout the organisation.

- Set organisational priorities; develop a work schedule; monitor progress towards goals; and track activities in collaboration with the team.

Operational management

- Oversee the efficient and effective day-to-day operations of TGEU.
- Identify effective and intersectional strategies to achieve organisational goals and objectives that contribute to the long-term sustainability and success of TGEU.
- Ensure that the operation of TGEU meets the expectations of its stakeholders, funders, members, staff, partners, and Board.

Financial management

- Oversee the efficient and effective day-to-day operations of TGEU.
- Identify effective and intersectional strategies to achieve organisational goals and objectives that contribute to the long-term sustainability and success of TGEU.
- Ensure that the operation of TGEU meets the expectations of its stakeholders, funders, members, staff, partners, and Board.

Performance management

- Develop, implement, and manage systems for tracking progress, and monitoring and improving the effectiveness, efficiency, quality, and impact of the organisation's personnel and activities.
- Ensure that staff understand the individual contributions required to achieve the overall work programme and how their performance will be appraised.
- Human resources planning/management.
- Determine staffing requirements in consultation with the Board for management and programme delivery.
- Oversee the development and implementation of human resources policies, procedures, and practices, including, when necessary, performance management.
- Recruit and support the professional development, skills development, and sustainability of staff. Coach, mentor, and develop staff, as appropriate, to improve their effectiveness and performance.

What we offer

- Gross salary of 77.818,44€ per year, with a 5 % increase after one year.
- The possibility to make a substantial positive impact on trans people's lives and the European and Central Asian trans movement.
- A diverse, empathetic, and supportive team of committed activists that will empower you to implement your ideas.
- Holidays, healthcare, and pension plans according to German employment law.
- Up to 3,000 € of relocation support to Berlin, Germany (if the hiring is from outside of the EU).
- Yearly budget for training, coaching, and/or counselling sessions if needed.

Office accessibility

TGEU's offices are partially accessible for wheelchair users: there is a steep ramp from the street down to the elevator; once inside, all the rooms are situated on one level and the office doors and corridors are very wide; the toilets are on the same level but the doors are too narrow to allow access when using a wheelchair.

Selection process & application deadline

TGEU is an equal opportunity employer striving to avoid discrimination and increase representation and expertise from underrepresented groups on the team. Therefore, TGEU encourages trans and/or queer people; black people and people of colour; D/deaf and disabled people; people with a migration background; sex workers; trans women and gender-non-conforming people; people from Eastern Europe and Central Asia; people living with HIV, to apply and mention their backgrounds and experiences in their application. We guarantee that all information will be held confidential.

To apply, please a CV and cover letter to co-chairs@tgeu.org by 29 February 2024 18:00 CET.

Please do not send degrees or diplomas. Any questions about the position should be directed to co-chairs@tgeu.org with the **Executive Director** in the subject line. Approaching a TGEU staff member about this vacancy might lead to an automatic disqualification of the applicant.

Shortlisted candidates will be invited to interview, either online or in Berlin, at different stages of the process.

Timeline

- **01 February 2024:** Launch of the call
- **29 February 2024:** Deadline for receiving applications
- **20 March 2024:** Notification only to shortlisted candidates for interviews
- **25-30 March 2024:** Online interviews
- **25-30 April 2024:** Second round of interviews
- **May/June 2024:** Start of position

About TGEU

TGEU is a trans-led, membership-based nonprofit for the rights and wellbeing of trans people, representing over 200 member organisations in 50 countries in Europe and Central Asia. TGEU strengthens the trans movement through advocacy, community building, research, campaigning, and networking.

Mission & vision

TGEU envisions a world free from discrimination where gender diversity is celebrated, where trans people are valued, and where trans movements are self-aware, intersectional, and evolving to meet the needs of a diverse and resilient community. TGEU's mission is to strengthen the rights and wellbeing of trans people in Europe and Central Asia. We strive to represent the diverse needs of our members within human rights mechanisms, build our members' capacity and skills to meet the needs of local communities and develop intersectional and decolonised programmes to build more resilient and connected trans movements.