

JOB ADVERTISEMENT

Position: Executive Officer

Start of employment: 1st January 2016

Full or part time employment options considered

Location: Either in the home country of the applicant or in Lausanne/Switzerland in the event that the IWWF would establish an office there in the future.

Interested candidates should send their letter of application with curriculum vitae (personal details, education, professional experience, languages, interests, additional skills, and three references) and expected salary to International Waterski & Wakeboard Federation, Postbox 564, 6314 Unteraegeri, Switzerland.

Deadline: 31st May 2015

The International Waterski and Wakeboard Federation (IWWF), founded in 1946, is the World Governing body for all towed watersports. With an estimated 60 million active participants worldwide, the sport has a total of seven competitive disciplines: Barefoot, Cableski, Cable Wakeboard, Disabled, Racing, Tournament (3 event waterski) and Wakeboard Boat. Each sports division holds its World Championships every two years.

The IWWF is a recognised Olympic Sport since 1981, and many multi-sport games events now include Waterski and Wakeboard events. Also, our successful Waterski and Wakeboard World Cup series established in 2004 has completed 43 Stops around the world to date.

The successful candidate will be a strategic leader with a proven track record, capable of identifying and developing opportunities for the sport of waterskiing and wakeboarding, attracting sponsorship and building relationships with the International Olympic Committee.

KEY RESPONSIBILITIES

- Manage the HQ and day to day business of the IWWF, in close relationships with the President, Secretary General and members of the IWWF Executive Board
- Introduce our sport to new countries
- Find suitable sites and funds for our major events – World Championships, World Cup series, etc.
- Create a comprehensive marketing and sponsorship plan
- Manage income generation, cost controls and annual budget requirements as agreed with the President, Secretary General and Treasurer
- Maintain regular contact and develop relationships with the IOC

- Establish good relations with International Sports Organisations and IWWF Member Federations
- Represent the IWWF as directed by the President
- Ensure that the IWWF Strategic Plan is both relevant at all times and reflects the ongoing needs of the Federation
- Develop new projects and ideas for IWWF development

SKILLS & EXPERIENCE REQUIRED

- Excellent communication skills - both verbal and written – in English. A second language would be an advantage such as-Spanish, French or Mandarin
- Experience in the field of sport and event management, preferably familiar with some of the IWWF disciplines
- A solid knowledge and understanding of the international sports community.
- Excellent computer skills (Microsoft Office) including hands-on experience with Social Media
- Ability to work independently and as part of a team
- Strong work ethic
- Ability to travel as required