

MPS Europe

Job Vacancy – Managing Director

Position: Key management leader of MPS Europe.
Responsible to: Advisory Board
Contract type: Full-time, 3 years contract, pending future funding
Location: Aschaffenburg, Germany



About MPS Europe:

The mission of MPS Europe is to enhance the quality of life of persons affected with Mucopolysaccharidosis and related diseases (MPS) across the territory of Europe. MPS Europe is a non-profit company under German law (gGmbH), counseling and supporting national organisations for MPS- and related diseases by sharing and distributing knowledge and information, to advocate for good quality healthcare services all over Europe and to support affected families from countries where there is no national patient group, supporting and sponsoring scientific projects.

Key tasks and responsibilities:

- **Board Governance:** Works together with the Advisory Board to fulfill the mission and vision.
- **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organisation. including annual budget and monthly financial statements and fundraising plans.
- **Organisation, Mission and Strategy:** Works with the Advisory Board to prepare working plans that complement the mission and vision. Implements programs through high visibility and by working together with all stakeholders. Is responsible for executing the approved plans and reports to the shareholders meeting.
- **Operations:** Oversees and implements appropriate resources to ensure that the administration of the company works efficient and is transparent. Responsible for negotiations with the stakeholders, for all aspects of communications – from web presence to external relations.

Professional Qualifications:

- A Bachelor's degree is required, Master's degree in business administration, management or healthcare related is preferred
- Three or more years nonprofit management experience
- Budget and project management skills, including budget and project preparation, analysis, decision-making and reporting

- Strong organisational and analytical skills including planning, delegating, program development and task facilitation
- Strong leadership and critical thinking abilities
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Strong public speaking ability
- Language skills: knowledge of English is essential, working knowledge of German and another official EU language is desirable

To apply:

Please send your CV, cover letter and salary expectations to carmen.kunkel@mps-ev.de
Deadline for applications: Jan. 15, 2018