



**Job Title:** Managing Director – MPS Europe

**Reporting to:** The Shareholders and the Advisory Board

**Hours:** **Full time equivalent**, flexible to suit the needs of the organisation

**Location:** Based in Europe

### **MPS Europe:**

MPS Europe is a not for profit organisation comprising of representatives from MPS (Mucopolysaccharidoses) charities based in and around Europe. The group works collectively in the best interest of the MPS community providing support and advice to those affected by these life-limiting conditions. Whilst there is no cure for MPS, MPS Europe is actively involved in raising awareness as early diagnosis and treatment helps to ensure that lives are lived to the fullest.

MPS Europe collaborates together to share best practices, improve access to information and trials and fundamentally, build a global community of support.

### **The Role:**

The Managing Director will be responsible for all aspects of managing the financial, strategic and operational running of MPS Europe. This role requires confidence in public speaking, excellent leadership skills and the ability to maintain an open dialogue with all stakeholders. Responsibilities will include developing and managing a clear strategy and vision over the coming years, responding to the needs of our beneficiaries. As part of this, the Managing Director will be expected to oversee effective reporting and drive for continuous improvement of systems to support the organisation. The role offers opportunities to work on an international level, raising awareness and funds to provide knowledge, support and advice to stakeholders within the MPS Europe organisation as well as outside stakeholders such as, but not limited to, healthcare and education providers and people with MPS diseases.

### **Key Responsibilities**

- **Board Governance:**
  - Work together with the Shareholders and Advisory Board to fulfil MPS Europe’s mission and vision - acting in the best interest of all patients and their families at all times
  - Responsible for maintaining a knowledge of all appropriate legislation
  - Responsible for overseeing all MPS Europe policies and fulfil the role of Data Protection Officer delegating specific tasks as required by GDPR
  - Ensure all required policies and legal information is clearly communicated to Shareholders and Advisory Board members
  - Schedule, lead and participate in regular Advisory Board meetings, prepare agenda, define time and place of meeting, meeting logistics, invite attendees and produce reports
  
- **Financial Performance and Viability:**
  - Develop sufficient resources to ensure the financial health of MPS Europe - including annual budget / monthly financial statements and fundraising plans
  - Ensure best practice in financial management to comply with relevant charity and company laws
  - Develop and implement business plans to improve cost-efficiency

- **Organisation, Mission and Strategy:**
  - Work with the Shareholders and Advisory Board to develop, implement and manage a 3-year business plan, setting short and long-term goals with reviews on a regular basis to ensure the plan is still relevant
  - Work to ensure that the mission and vision are fulfilled through programmes, strategic planning and community outreach. Implement programmes through high visibility and by working together with all stakeholders
  - Responsible for setting the objectives and overseeing the implementation of all European MPS conferences/seminars and Information events
  - Build and enhance the organisation's public profile at events and speaking engagements, raising awareness of MPS, and related diseases and the work of MPS Europe
  - Represent MPS Europe in various committees, working groups and boards at European and international level – such as MetabERN, the Charitable Access Programme, IMPSN etc.
  - Build and maintain positive and trust-based working relationships with business partners and various stakeholders such as pharmaceutical companies and other interested parties
  - Responsible for leading on and driving the political advocacy within Europe where appropriate
- **Operations:**
  - Oversee and implement resources to ensure that the operations of MPS Europe are appropriate.
  - Responsible for negotiations with all stakeholders, for all aspects of communications – from web presence to external relations including press statements
  - Identify new opportunities to diversify income streams / fundraising and capitalise on growth within existing revenue generating partnerships
  - Assessing, managing, and resolving problematic developments and situations.

### **General Responsibilities**

- Create an environment within the organisation that promotes creativity, supports role development and opportunities
- Actively participate in the work of MPS Europe
- To carry out any other duties as are within the scope and purpose of the post as requested

Please contact MPS Europe directly at [jobapplication@mps-europe.org](mailto:jobapplication@mps-europe.org) if you are interested in this position. Kindly include your CV and a cover letter.

<b>Person Specification</b>	Essential	Desirable
<b>Education / Qualifications</b>		
Degree level educated or equivalent (Business administration, Management or Healthcare)	✓	
<b>Experience</b>		
Experienced user of Microsoft Office especially Outlook, Word and Excel	✓	
Experience in senior management or organisational leadership	✓	
Experience of working with committees or boards	✓	
3 or more years' experience of non-profit management		✓
Personal experience of working within an MPS or other rare disease organisation		✓
<b>Skills, knowledge and abilities</b>		
Budget and project management skills including budget and project preparation, analysis, decision making and reporting	✓	
Strong organisational and analytical skills including planning, delegating, programme development and task facilitation	✓	
Knowledge of setting management / organisation policies and keeping them up to date and relevant	✓	
Strong leadership and critical thinking abilities	✓	
Strong written and oral communication skills, in native as well as in the English language	✓	
Ability to organise own work to meet deadlines	✓	
Proactively meets the needs of the organisation demonstrating a positive approach	✓	
Ability to collaborate, motivate and build an effective working relationship with the Shareholders, as well as the Advisory Board	✓	
Confidence to build relationships with a variety of people from beneficiaries and employees to politicians, the media, pharmaceutical and clinical experts	✓	
Ability to speak publicly with confidence on behalf of the organisation and it's beneficiaries	✓	
Knowledge of fundraising strategies and donor relations unique to the non-profit sector	✓	
Confident speaker of the English Language	✓	
Working knowledge of German and another official EU language		✓
<b>Motivation</b>		
Passionate about MPS Europe's mission and aims	✓	

This role requires international travel and evening / weekend working on a regular basis. The successful candidate will be required to undergo appropriate background checks.

Terms & Conditions associated with this role are as per the Terms of Employment document.