



Executive Director – 10 hours per week
International Association for Near-Death Studies (IANDS)
www.iands.org

Position Summary

IANDS is seeking a proven leader with a passion for advancing the global understanding of near-death experiences and related phenomena. Reporting to the Chair of the Board of Directors, the part-time Executive Director (ED) will play a pivotal role in partnering with the Board of Directors to shape strategic direction, while increasing operational capacity and effectiveness. Initially, the ED will focus on administration, people services, and marketing (traditional and social media).

Background

For over 44 years, IANDS has served as a safe place for near-death experiencers (NDErs) to make sense of their new expanded awareness. A global leader in near-death and related phenomena education and research, IANDS represents a dynamic and diverse community continually adding to a repository of unparalleled resources. Well-established programs and services have been co-created by NDErs who come from all areas of expertise, such as nurses, doctors, educators, researchers, psychologists, and neuroscientists.

The successful candidate will engage in collaborative activities with members of the board, volunteers, experts from various fields, and our excellent, dedicated staff, on a daily basis. Personal experience with an NDE or STE will be considered highly beneficial for this role.

Role

First 12 months

- Lead the collaborative creation of the annual communications, branding, and marketing plan (traditional and social media).
- Develop, implement, and monitor all aspects of people services.
- Streamline administration and operations.

On-going

Engagement

- Engage with board members, committees, partner organizations, funders, volunteers, and other stakeholders to cultivate new relationships and partnerships, expanding IANDS reach and impact.
- Act as the lead spokesperson, along with the Board Chair, representing the organization in public forums, interviews, and media appearances.

Leadership

- Lead the implementation of collaboratively developed strategic plans, to advance the organization's mission and vision.

- Identify, assess, and inform the Board of Directors of internal or external issues that may affect the organization.
- Advise the Board of Directors on all aspects of the organization's activities, initiatives, and community involvement.
- Foster effective communications between the Board and the Executive Director, and between the Executive Director and staff/volunteers.
- In addition to the Chair of the Board, act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board and/or jointly with the Board when appropriate.
- Represent IANDS in the global community, at events, and in partnerships.

Management, operations and programming

- Integrate and manage all marketing, branding and communications.
- Manage people services, including staff, contractors and volunteers.
- Continually review and update administrative and operational tasks, policies, and protocols.
- Work with various committee Chairs to effectively support and guide, where appropriate.
- Provide input and financial scoping and forecasting in collaboration with the Finance Committee Chair.
- Participate in Board meetings, selected committee meetings, and provide updates on organizational performance.
- Attend all events (travel will be required at least four times a year, expensed to IANDS).

Qualifications

As the ideal candidate, you will have 7-10+ years of experience in an Executive Director role, preferably in social services or mental health in the non-profit sector. Your post-secondary education in organizational leadership, advancement/development, and people services, are focused on servant-led leadership.

You possess strong interpersonal, written, and verbal communication skills. You demonstrate success in strategic and annual planning, as well as excellence in administration, operations, people services, and marketing (media and social media).

Above all, you bring a compassionate, grounded, and unifying energy to the organization. Your passion ignites and inspires, while your coaching skills challenge organizational limitations. You have extensive experience working effectively with a diverse population of community leaders, volunteers, donors, and other stakeholders. You are able to support diverse perspectives by finding common ground, and seek win-win solutions in conflict situations. You can pioneer new territory while building programs from the ground up. You are someone with integrity and possess a dedication to maintaining confidentiality.

Preference will be given to U.S. residents from the Eastern time zone. Additional consideration will be given to those applicants from the Raleigh-Durham-Chapel Hill Research Triangle area, North Carolina or who are willing to relocate there. Applicants are asked to indicate their geographic location in their cover letter. If not living in the local area, the successful candidate

will be required to be physically at the Durham office for the first two weeks of employment (or 20 hours), after which they will put in place a schedule, with approval of the Board, to work a hybrid schedule with Durham office and remote office work.

Qualified candidates may submit a single PDF of their cover letter and resume to deborahc@iands.org by Friday, June 21, 2024 at 4 pm ET.

IANDS values the backgrounds and experiences of all individuals contributing to its mission. We treat everyone equally, regardless of race, sex, national origin, religion, age, disability, sexual orientation, gender identification, marital status, or any other characteristic protected by law.