

Executive Director of the International Academy of Mediators

This position will be appointed by the Board of Governors (“BOG”) with the following primary directives:

1. Support the IAM mission by providing leadership, guidance, oversight, and continuity to ensure that projects and initiatives are in alignment with organizational goals.
2. Assist in identifying and accomplishing organizational objectives.
3. Be an external face of IAM in the coordination of activities with other societies and supporting associations.
4. Regularly interface with members, providing support, information, direction, and assistance, and by driving process and strategy.
5. Be the direct contact for the media and other professional associations.
6. Support the ongoing presence of the organization in the professional marketplace through appropriate public relations.
7. Provide consistent support for the rotating IAM President and BOG.
8. Provide input to the BOG in the development of long-range plans and objectives.
9. Ensure the actions of the BOG comply with the IAM Bylaws and common standards for professional conduct.
10. Support IAM long-term membership goals by assisting in the identification and recruitment of new Distinguished Fellows.

Minimum Educational and Experience Requirements

1. Applicant should have, as a minimum, a college degree, although a law degree or other suitable graduate degree would be desirable, such as a master’s in conflict resolution or public policy.
2. Experience in administration or working within an organization (preferably within an ADR organization)
3. Demonstrated organizational skills
4. Experience in public speaking
5. Competent writer (see writing sample)
6. Received training as a mediator
7. Some experience mediating
8. Salary commensurate with experience.