

**EKHA GENERAL MANAGER**  
(part-time, freelance position)  
**JOB DESCRIPTION**



### **The European Kidney Health Alliance (EKHA)**

EKHA is a European advocacy network dedicated to reducing the burden of kidney disease in Europe and improving the outcomes for people with kidney diseases. It brings together patients, physicians, nurses, scientists and foundations. Together we form a strong collaboration that focusses on lowering the socio-economic burden of Chronic Kidney Disease (CKD) by creating awareness for CKD as a neglected disease and offering policy recommendations to improve kidney health on population level.

We provide consensual, authoritative advice to policymakers on all aspects of kidney disease: prevention, treatment, access to care, education and research. As EKHA, we are committed to sensitising the EU institutions to the importance of kidney health, and ensuring that they assist national governments in listening to the needs of the European renal/kidney community.

The EKHA network consists of 57 organisations (of 26 EU countries) covering a broad spectrum of organisations working on a European and (inter)national level to enhance kidney health in Europe.

### **EKHA is recruiting a GENERAL MANAGER**

The General Manager plays a pivotal role in ensuring good governance of the organisation and the coordination of its activities. The General Manager is supported by the EKHA Management team in his/her tasks.

Management of EKHA and execution of the running business is done by the Management Support Office, a team of 5 people, which is led by the General Manager and in close collaboration with the President of EKHA (and chair of the EKHA Board) and with the support of Public Affairs experts from Board member organisations. The tasks of this office are:

- development and implementation of the Public Affairs strategy;
- execution of Public Affairs activities;
- stakeholder management;
- communication and event management;
- association management;
- project management.

The EKHA organisation mostly works remotely, except for the planned annual meetings, presentations and attendance during relevant conferences and meetings with policy makers and stakeholders.

### **Responsibilities and expectations:**

#### *Strategy and work plans*

- development and implementation of EKHA strategy in collaboration with the Board and PA experts;
- draft and implementation of the annual work plans.

#### *Governance & Management*

- development, adaptation and roll-out of EKHA governance model, ensuring among others, adequate decision-making responsibilities, adequate and productive model for engaging members in EKHA's activities, and a clear distribution of tasks and coordination of responsibilities between the Board and the Management Support team;
- providing leadership and foresight, including ensuring the financial sustainability of the organisation and fundraising when necessary;
- daily management of EKHA including overseeing administrative and financial activities;
- working with external providers (together with the association management agency) in accounting, auditing, and legal issues;
- planning of Statutory Meetings including Board Meetings and follow-up activities (4/5 times per year of which 2 in person meetings) and the General Assembly (once per year);
- ensuring a good communication with members and seek opportunities to recruit new members;
- coordination of EKHA European Projects.

#### *Institutional relations and Public affairs*

- supporting EKHA President for his activities and interventions and as a contact point for external stakeholders;
- overseeing the daily work of the public affairs team, and participating in PA activities;
- coordinating the development of a communication plan and overseeing EKHA's communication activities;
- representation of EKHA in meetings and conferences; and
- stakeholder management.

#### **THE GENERAL MANAGER WE ARE LOOKING FOR (M/F)**

##### *Should ideally have:*

- Good experience or training in field(s) relevant to the position, including business administration, economics, finance, law, political science, European studies, public affairs and advocacy, etc.;
- Minimum experience in relevant positions of 5 years.
- Proven record in developing strategy and implementing work plans, as well as in organisation and project management. Fund-sourcing experience a plus.
- Relevant experience and understanding of public affairs and advocacy as well as having a good understanding of the dynamics of the EU;
- Leadership experience in managing an organisation and ability to manage high-performing teams of professionals across diverse functions (finance, budget, communications, governance, etc.);
- Well-experienced in presenting and chairing international meetings and with strong communication skills and capability to guide the external representation of EKHA;
- Is comfortable doing collaborative work, diplomatic, and keen on developing relations and networks;
- Ideally, a resident of Belgium or willing to relocate in Belgium or nearby, for which the candidate must already have or should be able to obtain a work permit with ease;
- Proficiency in English is a must (oral and written), additional European languages (particularly French or Dutch) are a plus.

##### *Desirable:*

- Experience in managing umbrella organisations with different stakeholders; and
- Relevant experience in health policies and organisations.

#### **Compensation and conditions**

- Self-employed, payment based on an hourly rate.
- Initial contract period April-December 2025 including an onboarding and trial period of 3 months in transition with the current General Manager. The contract shall be renewed annually thereafter.
- After the trial period, a “go-no go” moment will be considered by the EKHA Board of Directors
- Expected dedication: an average of 12 hours per week during the onboarding and trial period, and an average of 24 hours per week thereafter.

#### **Application deadline and starting date**

Interested candidates can send their application and CV (no more than 4 pages including letter of motivation) to: [info@ekha.eu](mailto:info@ekha.eu), attention EKHA Recruitment Team, no later than **28 February 2025**. Envisioned starting date is **1 April 2025**.

For more information on EKHA please see [www.ekha.eu](http://www.ekha.eu).