



IFALPA, the International Federation of Air Line Pilots' Associations is the global voice of pilots. An international not-for-profit organization, IFALPA represents over 110,000 pilots in over 70 countries. The mission of the Federation is to promote the highest level of aviation safety worldwide and to be the global advocate of the piloting profession; providing representation, services, and support to both our members and the aviation industry. The Federation is currently soliciting applications to fill the role of Managing Director.

Managing Director Job Description

- Full-time position, based in-person at IFALPA Headquarters in Montreal, Canada.
- Reports to the Executive Vice-President, Administration Membership & Finance (AMF)
- Manages IFALPA policies and guidelines, in particular, currency and amendments to C&BL, A Manual, OMPPM, Employee Handbook.
- Coordinates on a regular basis with other Directors to ensure the requirements of the Executive Board are fulfilled.
- Manages external and internal communications.
- Manages events, including IFALPA Conferences (bidding, planning, organization, execution, sponsorship recruitment).
- Manages IFALPA finances including development of the annual budget.
- Acts as a liaison with Montreal International (MI), the Montreal Community of International Organizations, and with the Montreal Business Community.
- Administrative management of IFALPA Staff, including Human Resource management (policies and organization, i.e., recruitment, contracts, travel policies, insurances, pension, educational programs). Note: Technical Director and Professional & Government Affairs Director execute functional/ technical management over their respective staff.
- Manages annual staff evaluations and as needed, makes recommendations regarding personnel needs.
- Manages, plans, and implements Membership Initiatives.
- Manages all staff training and development programs.
- Manages information technology (IT) resources.
- Works with Executive Board to manage the development and execution of the Strategic Plan.
- Provides administrative support and liaises to the InterPilot Aviation Safety Foundation.
- Competitive salary & benefits structure.

The successful candidate must possess:

- Ability to work in Canada.
- Mastery/Advanced command of English (verbal & written), French is an asset.

- Excellent leadership, coaching, and people management skills with the ability to manage a staff of specialists.
- Must be flexible, adaptable, agile, and proactive in troubleshooting issues in a fast-paced environment with tight deadlines.
- Excellent interpersonal, intercultural, and communication (verbal & written) skills to ensure optimum Member and employee relations.
- Service oriented and teamwork centred mentality.
- Proactive nature – recognizes issues before they happen and adjusts.
- Proven advocacy skills and abilities as well as excellent project management skills.
- Willing to travel internationally.

Qualifications:

- A degree or established work history (minimum 10 years progressive experience) with business management, Human Resources, or related field, and/or:
- A minimum of 10 years progressive experience in leadership and advocacy positions in aviation or related government settings.
- Ability to manage the daily financial obligations of an NGO with a multi-million-dollar annual budget.
- Previous experience leading high performing teams with senior operations responsibilities.
- Must have a proven ability to generate results through people.
- Leads by example in demonstrating a commitment to continuous learning and continuous process improvement.
- Ability to work cohesively with employees and volunteers as part of a team.
- Possess a high level of professionalism and integrity while maintaining the confidentiality of all organization and member association related matters.

Additional Assets:

- Familiarity with non-profit organizations, especially pilots' associations.
- University degree in Aerospace Engineering, Aviation Management, or a related field.
- Experience as a pilot.
- Fluent French (verbal & written).

Application Process:

Please apply by sending your CV and covering letter to jobs@ifalpa.org, and indicate *Managing Director Application* in your subject line. Please send any questions to same.

Deadline for applications: 31 October 2023

IFALPA is an equal opportunity employer, committed to diversity and inclusion in a safe workplace. We prohibit discrimination, harassment, and harmful behavior of any kind based on race, color, gender, gender identity, sex, religion, sexual orientation, national origin, ability status, genetic information, pregnancy, or other protected characteristics as outlined in federal or provincial laws. All qualified people are encouraged to apply.