

EXECUTIVE DIRECTOR – WORLD DIAMOND COUNCIL

Position: Executive Director

Organization: World Diamond Council

Website: <http://www.worlddiamondcouncil.org/>

WORLD DIAMOND COUNCIL – THE ORGANIZATION and ITS MISSION

The World Diamond Council (WDC) is a non-profit organization. Its primary objective is to represent the diamond industry in the development and implementation of regulatory and voluntary systems to control the trade in diamonds embargoed by the United Nations or covered by the Kimberley Process Certification Scheme.

The WDC

- Has established the System of Warranties which extends the effectiveness of the Kimberley Process beyond the export and import of rough diamonds;
- Assists the Kimberley Process by managing the resources of the diamond industry to provide technical, financial and other support;
- Represents the industry in the Kimberley Process, the committees of the Kimberley Process and other relevant forums; and
- Serves as the central point of communication regarding the actions taken to ensure compliance with the regulatory and voluntary systems to prevent the trade in conflict diamonds.

Conflict diamonds are rough diamonds used by rebel movements or their allies to finance conflict aimed at undermining legitimate governments, as described in relevant resolutions by the UN Security Council and UN General Assembly.

The WDC is in the process of implementing the reform of the organization, according to the roadmap provided by its newly amended bylaws, which were approved by a vote of the full membership in November 2013. The reforms are designed to ensure that WDC remains reflective of the composition of the international diamond and jewelry sectors, to ensure a transparent decision-making process and to provide financial stability over the long term.

EXECUTIVE DIRECTOR KEY RESPONSIBILITIES

The Executive Director, reporting to the Executive Committee of the Board of Directors through the President of the World Diamond Council, will be responsible for the following:

- Coordinating and representing the WDC and diamond and jewelry industries in the Kimberley Process, the committees of the Kimberley Process and other relevant forums;
- Liaising with, develop relationships, and promote the Council's objectives with key stakeholders including governments, non-governmental organizations, other related industry organizations and members, as directed by the Board of Directors;

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- Providing overall leadership to, and management of, the WDC;
- Implementing the WDC Board of Directors' policies and decisions;
- Engaging and consulting with members and the Board on issues of policy;
- Providing the implementation of the WDC's objectives according to the WDC Strategic Plan to ensure its long-term growth and success in the ever-changing nature of the global diamond and jewelry valuechain;
- Upholding and developing the administrative and operational structure of the organization;
- With the WDC Treasurer and Finance Committee, developing and managing an annual budget and operating plan for the Board's approval. Managing the day to day finances and operations;
- Ensuring appropriate systems of control are established to achieve quality and financial probity of the operations;
- Leading and guiding the board to ensure the highest standards of governance are implemented;
- Maintaining the continuity, transparency and integrity of the organization;
- Developing and sustaining the organization's membership, led by the WDC Board and Membership Committee.

Desired Qualifications and Experience:

The Executive Director must be strategic, energetic, visionary and committed to achieving the Objectives of the World Diamond Council.

- Minimum of 10 years' experience, of which at least 5 years' experience has been in a senior management or high level leadership position; experience in a diverse multi-member organization.
- The capability to build and maintain strong relationships with members, prospective members, and governments entities implementing the Kimberley Process, and other stakeholders
- Experience growing an organization
- Experience with diverse cultures and familiarity with growing geographically and sectorial diverse membership would be an advantage;
- Ability to interface and lead meetings and programs with executives of member companies, leaders of government organizations implementing the Kimberley Process; and leaders of other stakeholders
- Collaborative, diplomatic, respectful and able to build consensus with a range of individuals and organizations
- Financial acumen
- Ability to communicate effectively in English (verbally and written); ability to communicate in other language(s), i.e. French, would be an advantage
- Demonstrated success in effective planning, strategies implementation, setting priorities and guiding a diverse membership
- Excellent interpersonal skills, and ability to communicate effectively with a variety of audiences -
- a confident public speaker and presenter
- Professional maturity, credibility, honesty and integrity

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- Ability to travel internationally.
- Ability to manage the administrative responsibilities associated with the role
- Familiarity with extractives, commodities, manufacturing, specialty goods, retail or product supply chains would be an advantage
- Familiarity with luxury goods, diamonds or gem stone industry is not required would be an advantage
- Familiarity with corporate and social responsibility, voluntary commitments, and the implementation of intergovernmental agreements.

Education: University, post graduate degrees preferred.

Location: Flexible, as long as top level interconnectivity and communications facilities are assured.

Compensation: Commensurate with the nature of this role and the candidate's experience.