**Director, MEPA**

To Apply: Submit resumes for consideration. Please place “Director, MEPA” in the subject line.

The Entrepreneurs’ Organization is looking for a business professional to join our team in MEPA (Middle East, Pakistan and Africa) as Director, MEPA reporting to the Vice President, Europe and MEPA. The Entrepreneurs’ Organization (EO) – for entrepreneurs only – is a global community that enriches members’ lives through direct peer-to-peer learning, connections to experts and once-in-a-lifetime experiences. EO is the catalyst that enables entrepreneurs to learn from each other, leading to greater business success and an enriched personal life. For more information visit [www.eonetwork.org](http://eosp:81/).

We’re looking for an experienced association professional to service the MEPA Region by executing operations in existing markets while playing a key role in developing new markets. Currently, EO has 14 chapters in MEPA, serving more than 640 members. The team is looking to increase the number of members at least 100% by 2020 by ensuring the highest level of member value, ensuring an annual renewal rate of 90% while doubling the number of chapters. The Director will engage members and member leaders, and together, help educate potential members about the EO community and its programs. We want this position to be comfortable entering new markets, building relationships, launching new chapters and contributing to the MEPA region sustained growth. We’re looking for someone who embodies EO’s core principles of teamwork, creativity, service, professionalism, trust and respect and having fun, while also exhibiting the EO member core values of thirst for learning, make a mark, boldly go, cool, and trust and respect.

At EO, the staff takes pride in our work, and it shows in everything we do. To reflect our unique culture, we embrace and embody six essential core principles:

* **Teamwork**: working together to achieve excellence
* **Trust & respect**: displaying and rewarding integrity
* **Creativity**: the possibilities are endless
* **Professionalism**: lead, learn and live by example
* **Fun**: lighten up, live it up, laugh it up!
* **Service**: Providing a world class experiences

**Essential Duties and Responsibilities:**

The Director, MEPA and its role will be guided by the bylaws and policies as established by EO’s Board of Directors. Here are the expectations of this staff leader:

Team Builder

* Manage a team of 3+ driven professionals to achieve independent and group goals
* Coach direct reports to develop themselves personally and professionally
* Own the team’s agreed upon priorities and direct individuals to execute on those priorities
* Embody the team commitments of efficiency, gratitude, and proactive problem solving
* Continue to drive MEPA initiatives

Operations Management

* Participate on internal and external business development committees
* Create and monitor MEPA Regional Budget, review expenditures and suggest ways to utilize funds
* Draft and review organizational contracts, agreements, and commitments with outside contractors, vendors and suppliers for anything related to chapter launches
* Support the VP, Europe and MEPA as needed

Chapter Builder

* Engage with members and their personal contacts to generate interest in growth areas
* Devise strategies to create membership events to build interest
* Know EO’s benefits and promote to potential members interested in launching a chapter
* Manage application process for all prospects joining a new chapter
* Oversee a chapter launch event and the festivities around the launch
* Assist in the launch of at least two chapters per year
* Ensure the success of a chapter’s first year by supporting efforts to gain new members
* Oversee the transition of new chapters and its founding members from the Business Development Director to the MEPA Chapter Manager

Community Builder

* Work with external organizations to do research, gain contacts, and build relations for the main goal of finding a group of entrepreneurs to launch a new chapter. External organizations could include local chambers of commerce, local publications, online entities, other associations and more
* Know the best practices of how other regions have launched chapters and sustained growth

EMEA Team Player/Communicator

* Engage with the EMEA team and the MEPA Regional Councils responsible for managing the MEPA programs and services focused on EO’s vision, mission and values
* Communicate your strategies and execution plan and status reports with EO staff
* Participate in MEPA’s morning meetings on strategy, updates, EO knowledge and more
* Excel at building extraordinary relationships. We need mutually beneficial relationships with members, leaders, partners, staff and anyone else interested in the EO community
* Ensure new members know the benefits of both local programming and global programming, and why engaging in both local chapter activities and global activities enhances their membership

Additional Business Development

* Encourage and develop ideas into concrete action plans to provide member value in MEPA
* Offer guidance on possible partnerships for EO to pursue
* Seek marketing and communications activities in new regions that can support EO’s global efforts in widening our external awareness. Share information and make the case for involvement.

**Education and/or Experience:**

Required:

* Bachelor’s degree
* 5+ years of experience at senior/executive level in association management or related business experience
* Ability to work from a home office
* Experience in launching chapters, programs or services successfully
* Excellent customer service skills
* Strong written and verbal communications skills in English
* Well-developed analytical and problem solving skills
* Ability to interact with entrepreneurs with tact diplomacy and poise
* Ability to travel throughout the world
* Exercises confidentiality and discretion

Preferred:

* Master’s degree
* Multi-lingual
* Has experience in either marketing / sales / business development / external relations
* Experience in community organizations to build relationships in new markets

Characteristics:

* Self-starter
* Detail-oriented
* Inspiring
* Confidant
* Service-oriented
* Thinks out of the box/ encourages new ideas
* Listener