



Position Description: Chief Executive Officer

Position Title: Chief Executive Officer

Reports To: International Positive Education Network (IPEN) Global Chair

Employment Type: Maximum term contract or Secondment

Location: Remote

Salary: \$55,000 – \$70,000 USD

Contract Type: Fixed-term

Working Hours: Flexible across global time zones

Travel Requirements: Very occasional international travel for key events

Please note: board meetings are held online via Zoom

Benefits: Flexible working arrangements, global exposure, mission-aligned impact

Start Date: By negotiation

IPEN's Vision:

We believe in a world where wellbeing, character and resilience education are core elements of the global education ecosystem.

IPEN's Mission:

We support all educational stakeholders so that individuals, communities and societies flourish.

Positive Education & the aim of IPEN:

Positive Education is the application of the science of Positive Psychology and related fields within an educational setting to encourage students, faculty, schools, universities and communities to flourish.

The focus is on enhancing the wellbeing and character development of students and faculty through the teaching and practice of specific skills within a learning ecosystem where the wellbeing of all is a priority.

The aim of the International Positive Education Network (IPEN) is to bring together teachers, parents, academics, students, schools, colleges, universities, charities, companies and government to promote Positive Education. Our goals are to support collaboration, change education practices and reform government policy.

Key Duties:

The Chief Executive Officer will support and facilitate IPEN's operations and the future development of IPEN, support the development of new IPEN regions, and provide advice and support to the IPEN Board.

In particular, the Chief Executive Officer shall:

1. Strategic Leadership and Governance

- Lead the implementation of IPEN's vision, mission, and strategic direction.
- Provide high-level support and advice to the IPEN Board and Global Chair.
- Align operations, partnerships, and programs with long-term strategic priorities.
- Schedule and minute Board meetings.
- Ensure effective governance practices, transparency, and accountability.
- Monitor and evaluate organisational performance and report progress to the Board.

2. Network Growth and Global Partnerships

- Drive the development and support of new IPEN regional chapters.
- Build strategic alliances with educational institutions, governments, and global wellbeing organisations.
- Foster collaboration across IPEN's global network to amplify collective impact.
- Represent IPEN at global events, forums, and summits to grow visibility and influence.
- Support region-specific leaders to localise Positive Education within their context.

3. Fundraising and Financial Sustainability

- Lead the development of fundraising strategies to ensure financial sustainability.
- Build relationships with philanthropic partners, sponsors, and institutional funders.
- Identify and pursue new revenue streams that align with IPEN's mission.
- Support grant applications and major funding proposals.
- Promote IPEN's value proposition to attract long-term investment.

4. Stakeholder Engagement and Advocacy

- Serve as a global ambassador for Positive Education and IPEN's mission.
- Build strong relationships with members, educators, researchers, policymakers, and funders.
- Advocate for the integration of wellbeing, character, and resilience education into policy and practice.
- Collaborate with stakeholders to showcase and scale innovative practices.
- Promote member voices and success stories across the network.

5. Organisational Management and Operations

- Oversee day-to-day operations, staffing, and resource allocation.
- Develop and manage budgets in line with IPEN's strategic and financial goals.
- Ensure legal, financial, and administrative compliance across all regions.
- Implement systems and processes to support a lean and effective organisation.
- Recruit, lead, and support a values-aligned team and contracted partners.

6. Communications and Digital Presence

- Oversee IPEN's website to ensure timely, engaging, and relevant content.
- Lead social media strategy to expand global reach and engagement.
- Develop and distribute regular newsletters that inform and inspire the network.
- Strengthen IPEN's brand and messaging across all communication channels.
- Use data and analytics to refine communication strategies and increase impact.

7. Member Experience and Community Support

- Ensure IPEN members and contacts receive timely and supportive communication.
- Maintain a high-quality membership experience across all touchpoints.
- Facilitate knowledge-sharing, collaboration, and connection across the community.
- Support member onboarding and engagement, especially in new regions.
- Celebrate and showcase member contributions within the global network.

8. Program and Event Oversight

- Support the design and delivery of IPEN's global events and initiatives.
- Ensure programs are evidence-informed and aligned with IPEN's mission.
- Oversee planning and evaluation of key campaigns, conferences, and projects.
- Amplify Positive Education practices through high-quality events and offerings.
- Provide leadership for innovation and experimentation in program design.

9. Other Duties

- Carry out other duties as the IPEN Board may reasonably require from time to time.

Key Skills and Responsibilities:

- Demonstrated leadership in education and wellbeing, with a deep understanding of Positive Education and IPEN's mission.
- Strategic thinker with proven experience in organisational development, including business model design and sustainable growth.
- Successful track record in philanthropy or fundraising, including managing campaigns and securing funds.
- Skilled communicator and relationship builder, able to engage educators, researchers, policymakers, funders, and partners.
- Experience in leading or managing national or international organisations, preferably within the not-for-profit or education sectors.
- Financially literate, with experience in budgeting, reporting, and tools such as Xero (or a willingness to learn).
- Technology-savvy, with the ability to manage virtual operations, central systems, and international meetings effectively.
- Proficient in digital platforms including Microsoft Office and WordPress (or ready to upskill quickly).
- Confident advocate and public speaker, capable of representing IPEN at global events and in the media.
- Self-motivated, energetic, and values-aligned, with the capacity to work independently in a remote, global context.