

Job Description

Company: The Middle East Investor Relations Association (MEIRA)

Position: Chief Executive Officer

Location: Dubai

Reporting to: Chairman of the Association and the Board of Directors

Web Page: www.meira.me

Mission Statement

The Middle East Investor Relations Association (MEIRA) is a platform dedicated to promoting the investor relations profession and international standards in corporate governance. The mission of MEIRA is to enhance the reputation, efficiency, and attractiveness of the Middle East capital markets while fostering increased dialogue among its members and encouraging the IR community to share the global benchmark in best practice within the field of IR.

About the Middle East Investor Relations Association (MEIRA)

MEIRA is an independent non-profit organization with membership open to all investor relations, financial communications and capital markets professionals throughout the Middle East region. Formed on 1 July 2008, MEIRA is the Middle East's only professional body specifically for investor relations practitioners. The Association is run by a board of executive and non-executive directors, whose members aim to chair a number of Committees. Furthermore, Country Chapters Heads lead individual country's initiatives, in cooperation with MEIRA's Executive Team. The Association's executive committees are made up of volunteers from the senior membership of the Association.

The Association's objectives are to:

- Promote good relations between listed companies and the investment community
- Support high ethical and professional standards in the practice of investor relations
- Increase awareness of investor relations techniques and best practice
- Carry out research, publish information and provide education and training
- Provide a forum for members to exchange views and share experiences
- Create a solid networking platform for IR professionals in the Middle East
- Strengthen the link between investors and companies in the region

Chief Executive Officer

The Chief Executive Officer plays a key role in making the Association more influential and accountable within its sphere of influence. It requires a proactive person with a genuine interest in investor relations and financial markets, solid leadership skills, and knowledge in association management. The candidate will have the energy, drive and ambition to market the work of the Association, grow membership base, while keeping the Association financially stable.

Job Purpose

The Chief Executive Officer is to:

- Execute a business strategy that has been developed in consultation with, and approved by, the Board of Directors, ensuring alignment with the Association's mission and long-term objectives.
- Demonstrate excellent negotiation and stakeholder management skills to proactively balance regional priorities, engage and facilitate decision-making to align a diverse Board of Directors in an environment that requires unanimous board approvals.
- Lead the implementation of an approved business plan to grow MEIRA's membership base and enhance its sponsorship offering.
- Manage resources and expenses in an efficient manner to ensure financial sustainability.
- Lead the executive team to deliver set targets and outstanding service to MEIRA members.
- Raise the profile and relevance of the Association amongst its prospective membership, the financial community, the media, and the general public.
- Develop the quality and depth of member services.
- Develop relationships and partnerships with third parties on behalf of the Association. These include exchanges, regulators, investors, the media, and other professional societies.
- Be accountable and the point of contact for all the Association's activities.

Responsibilities

MEIRA's Chief Executive Officer will be reporting to the Chairman of the Association as well as working with the two MEIRA Boards – the Board of Directors and the Saudi Board – and will take responsibility for:

- Managing all aspects of the Association activities as delegated by the Chairman and Board of Directors.
- Organize a minimum of 20 chapter meetings per year, across the GCC and broader Middle East Region, alongside the country Chapter Heads.
- Manage MEIRA's Annual Conference in a satisfactory manner and ensure sufficient profit is generated from the event, to cover the Association activities and run all the fundraising initiatives of the Association.
- Identifying strategic and immediate objectives, highlighting potential problem areas, proposing and, where appropriate, pursuing appropriate courses of action.
- Setting up membership programs that are relevant and value-add for each member category.
- Enhancing the reputation and publicizing the capabilities and activities of the Association.
- Acting as spokesperson for the Association, chairing events and presenting on behalf of the Association.
- Interfacing with sponsors and supporters of the Association.
- Ensuring that the Association technical competencies are kept up to date, including website, social media channels and publications.
- Liaising with regulatory authorities to ensure that the views of the profession are properly represented.
- Publication of various content on behalf of the association, including (but not limited to) the Association's newsletter, white papers, guides and market surveys
- Managing the day-to-day running of the Association, operationally and financially, including preparation of the annual budget and year end audit.
- Develop the Association's training offer.
- Maintaining and reviewing standard operating procedures for the Association.
- Proactively engage with MEIRA's Board of Directors and Saudi Board of Directors, to ensure alignment and engagement with senior stakeholders and appropriate execution of mutually agreed business strategy
- Preparing and delivering key events including MEIRA's annual conference, IR Awards, workshops, chapter events and training courses.

Candidate Requirements

- Knowledge of issues affecting listed companies, in particular Investor Relations; Financial markets; Corporate Governance; Financial Reporting; Regulatory compliance; Corporate Social Responsibility
- Excellent written and oral English communication skills
- Strong marketing and sponsorship skills and knowledge
- Business acumen and good people management capabilities
- Arabic Language and previous experience in association management are a plus

Characteristics

- Diplomatic
- Articulate and confident
- Self-starter with enthusiasm, energy and drive
- Financially aware
- Team working, and prepared to engage at different levels
- Motivational manager

Remuneration

- Basic Salary
- Discretionary Bonus
- Other including: Annual holiday

How to Apply

- Please reply with full details by email to careers@meira.me, including CV and Cover Letter.