

ROLE SPECIFICATION

for the position of CEO

with



THE ORGANISATION

The European Tech Tour (ETT) Association, founded in Geneva in 1998, is an independent, not-for-profit organisation committed to the development of emerging technology companies in Europe. Composed of key contributors to the high-tech industry and recognising the extraordinary competence, entrepreneurship and dynamism that can be found throughout the European hi-tech industry, the Association aims to create synergies between, on the one hand, a selection of European start-up companies wishing to develop on the international level and, on the other, a network of leading figures from the world of high technology – industrialists, entrepreneurs, service-providers, players on the political and economic scene.

The ETT realises its goal by organising and coordinating events (chiefly in Europe) that provide a platform for interactions between leading entrepreneurs, investors and industry players. The ETT's events bring together the entire technology ecosystem of local and global players. As an example, the Tech Tours are limited to a balanced group 60 to 150 participants dependant on the event,, including high position top executives from blue chip technology companies, international venture capitalists, investment bankers, specialized press, service providers and researchers.

The role of the Association is to serve as the overall supervisor and coordinator for all events throughout Europe, while the task of organising events in each individual region are entrusted to a group of local volunteers designated by the Association. In this way, a Europe-wide network has been created to stimulate exchanges of ideas and to promote young, dynamic companies. Each year two industry-specific events and two regional events are held (including Tech Tours and Vertical Summits). Once every 3 years, the Association organises Tours outside of Western Europe: the "Discovery Tours". A number of other events are also held in conjunction with partners, including the Innovation Xchange and the Audemars Piguet Changing Times Award, celebrating the European Entrepreneur of the Year. Each event runs between one and two days and includes gala dinners, panel discussions, and typically 25-30 start-up presentations.

When determining innovative and promising companies to present for its events, ETT aims to identify those companies that have the drive and ambition to expand aggressively into the international market and that offer an original business model, with the potential to become a global player in their field. In particular, emerging technology companies offering innovative, unique products and services are prioritised.

Since its inception, the ETT has been led on a part-time basis by the Founder and President, Sven Lingjaerde, who is the co-founder and Managing Partner of Endeavour Vision and has 20 years of experience in venture capital with an excellent track record of early to late stage investments in High Tech and Biotech ventures on both sides of the Atlantic. Supporting the day-to-day operations, the Association presently employs two full-time staff: Operations Director, Simone Theiss, and Marketing and Communications Manager, Laurian Krell.

More details about the European Tech Tour Association can be found at: www.techtour.com

THE POSITION

Given the increasing impact and influence of ETT and its ambitious growth plans, the organisation is seeking to recruit a permanent CEO. As the ambassador and strategic and operational leader of the Association, the CEO will be responsible for strategically developing the capacity and impact of the organisation beyond its current start-up phase. In doing this, the CEO will work closely with the ETT Founder, Sven Lingjaerde, and a 5 person Board of Advisors to be appointed, as well as the existing management team.

The key **priorities and tasks** of the role will be:

- Strategy:
 - Work with the Board to develop the longer-term strategy of the organisation
 - Develop innovative approaches to increasing the organisation's impact
- Fundraising, Business, Partnership and Network Development:
 - Strategically develop and implement a fundraising strategy, including identifying new sources of revenue (i.e. EU funding, global sponsors and partners)
 - Provide strategic direction and ideas for collaboration and partnerships to enlarge the organisation's scope and reach with its partners and networks, including technology companies, venture capitalists, investment bankers, specialised press, service providers and research organisations
 - Build relations with other Associations (e.g. EVCA, TIE, YPO...) and work with industry bodies on common interests and potential co-events
- Programmes and Events:
 - Develop the range and impact of events, including Annual Entrepreneur Award platform
- Public Relations:
 - Write and prepare presentations and act as the spokesperson for the Association in conjunction with the Chairman at official meetings, conferences and press briefings
- Research and Thought Leadership:
 - Developing content and reporting in between events, including content platform initiatives (databases, editorial...) and industry statistics and company research data
- Regional and Local Tech Tour Support:
 - Identify and build the pipeline of candidates for local Presidents and VPs
 - Monitor governance for Selection Committees & Planning Processes
 - Provide support to local teams as necessary
- Management and Administration:
 - Oversee the day-to-day operations and processes of the organisation
 - Oversee efficient and effective allocation of finances and funding
 - Optimise resource deployment to support medium and long-term objectives
 - Establish clear internal roles, responsibilities and decision rights
 - Negotiate and enforce sponsorship and partnering commitments
 - Oversee governance, legal and risk management processes
 - Promote a culture of results, accountability, innovation and knowledge sharing
 - Ensure effective internal and external communication

CANDIDATE PROFILE

Experience

This role represents a unique and exciting opportunity for an entrepreneurial, innovative and international leader who combines knowledge of, an affinity for, and a network in the high-tech or a relevant sector with proven leadership, representation, partnership building and strategy skills.

Candidates will be expected to demonstrate a proven track record of achievement in senior corporate, consulting or advisory roles in the private and/or public sectors. Their credentials will be enhanced by a solid academic education, ideally an MBA or equivalent.

Given the nature of ETT, the hired candidate must have the ability to work in a small team and work across all disciplines. Experience in developing and building an organisation through successful strategy, fundraising, partnerships, public relations and project/programme initiatives would be highly valued.

Competencies

- **Collaboration and Influencing:** The ideal candidate will have highly developed interpersonal skills to inspire, influence and collaborate with a wide range of stakeholders to seek common ground for collective action. They will bring active listening as well as dynamic advocacy and negotiation skills and have experience in roles requiring extensive networking, relationship and alliance building.
- **Team Building and Developing Skills:** Ideal candidates will demonstrate an ability to manage, motivate and retain professional staff by bringing out the best in others. They will have experience of leadership in a collaborative, team-oriented environment, bringing an enthusiastic and motivational style and managing talent development and performance. They will look to build the capacity of the team over time.
- **Results Orientation:** The ideal candidate will be a high-energy, self-motivated and entrepreneurial professional who is energised by a challenge and is capable of driving the organisation's growth and performance to higher levels. They will have experience in setting individual and team stretch targets and delivering against them, and will be energised by creating better ways of doing things and generating greater impact from the same resources.
- **Strategic Orientation:** Candidates will have the creativity and vision required to develop and implement the strategic roadmap for the organisation. They will have the conceptual and strategic skills to break down complex problems and competing priorities, and present solutions while thinking of options and alternatives. They will also be able to scan the horizon for looming trends and issues and see how they will impact the organisation.
- **Change Leadership:** Given the rapid growth of the organisation, the chosen candidate will be expected to have demonstrated excellence in driving and anchoring change in business

settings. They will be able to communicate a clear and compelling direction, set clear targets in line with the change effort and engage others internally and externally throughout the change process to maintain commitment and address emotional reactions. They will demonstrate superior judgment in evaluating opportunities and risks for the organisation and facilitating and implementing change.

- **Communication Skills:** The desired candidate will bring an outstanding ability to effectively, credibly and diplomatically represent the organisation to a wide range of different international audiences. They will have the ability to address large and varied gatherings, communicate clearly and motivate people, including grass-roots groups. Fluency in English is a must – fluency in other languages would be highly desirable.

Personal Characteristics

The relatively small, start-up nature of ETT means the successful candidate will be proactive with a high level of self-motivation, entrepreneurial drive, decisiveness, conviction, flexibility and creativity, as well as the practical mindset and the leadership personality capable of providing clear guidance and expedient decision-making.

LOCATION

The position will be based in Geneva and will require moderate international travel.

COMPENSATION

The successful candidate will receive a package that reflects the responsibilities and visibility of this role and the not-for-profit nature of the ETT.

MORE INFORMATION AND HOW TO APPLY

All applications and queries should be directed via email to:

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Applications received indirectly via recruitment and/or placement/outsourcing agencies will not be considered. ETT has retained the firm Egon Zehnder International to provide exclusive support with this recruitment process.