

SESAM Request for Proposal Executive Director

Introduction

[SESAM](#) - Society for Simulation in Europe's mission is to encourage and support the use of simulation in healthcare for the purpose of training and research. We are not affiliated to any medical or other speciality. Our over 500 members from all over the world have a wide and varied background within healthcare and medical education, with a shared interest and passion in medical simulation.

Whilst the society's main source of income has to date been the increasingly successful Annual Meeting (1,300 attendees in 2024), we wish to expand our offer year-round, providing added opportunity to engage existing and attract new members through forums and online events.

Project Overview

SESAM is seeking proposals from qualified professionals or organisations to provide Executive Director services under contract to the Society. The successful contractor will work under the direction of the Executive Committee to provide strategic leadership and operational management. This is a full-time contract position with the successful candidate playing a central role in providing continuity to the management of the society.

Scope of work

The Executive Director will be responsible for four key areas:

Strategic Leadership & Governance

- Drive implementation of SESAM's strategic goals and objectives
- Support policy development and implementation
- Ensure effective risk management and compliance

Operational Excellence

- Oversee day-to-day operations
- Manage relationships with key service providers
- Ensure operational efficiency and effectiveness

Financial Stewardship

- Oversee financial planning and sustainability
- Develop and implement fundraising strategies
- Maintain robust financial controls

Stakeholder Management

- Lead member engagement initiatives
- Develop strategic partnerships
- Enhance SESAM's global profile

Required Qualifications & Experience

- Advanced qualification in business, finance, management or related area
- Experience in the not-for-profit sector
- Demonstrated knowledge of non-profit governance and management
- Experience in financial and project management
- Strong understanding of association management principles

Personal Characteristics

- Strategic thinker with proven leadership abilities
- Excellence in stakeholder relationship management
- Strong ethical framework and professional integrity
- Demonstrated ability to work collaboratively
- Outstanding communication skills

Contract Terms

- Full-time service commitment with flexible weekly schedule
- 3-year service contract, subject to annual renewal and performance review
- Contracted party may be an individual or a company (not an employment agreement)¹
- Invoiced monthly
- Annual contract value: €70,000 - €90,000
- Contractor is responsible for all taxes, insurance, and statutory obligations
- Remote work is possible, with mandatory attendance at key meetings and events
- Travel required to various locations and countries

¹ **This RFP is not an offer of employment.** The successful candidate/company will be engaged as an independent contractor to SESAM.

Proposal Submission Requirements

Candidates should submit:

1. Detailed CV highlighting relevant experience
2. Cover letter addressing selection criteria
3. Vision statement for SESAM's future development
4. Three professional references

Timeline for Submission

– Proposal Submission Deadline: 11^h June 2025

Contact Information

For inquiries or submissions, please contact:

rfp.submissions@sesamsociety.org

Data Privacy

The information you provide in your proposal will be used solely for the purpose of this selection process and will not be shared with third parties. All applications will be treated with strict confidentiality in accordance with GDPR requirements.
