



## EXECUTIVE DIRECTOR

**Workplace:** Brussels (Belgium), Gatineau (Quebec) or Paris (France)

**Type of contract:** one-year contract, renewable annually depending on performance

**Status:** Full-time

**Working hours:** 38h per week in Europe or 37.5h in Canada, Monday to Friday

**Remuneration:** base salary depending on experience + performance incentive

**Benefits:** variable depending on whether you have a Belgian, Quebec or French employment contract

**Start date:** October 1, 2025 at the latest

## WELCOME TO BAASTEL!

Baastel is a consulting firm providing cutting-edge services in the field of sustainable development. Founded in 1989, Baastel was born out of a desire to respond to the growing challenges related to the environment, social equity, inclusive economic development and aid effectiveness. Since then, we have been involved in major global advances: from multilateral environmental conventions, including those on climate and biodiversity, to the promotion of gender equality, inclusive economic development and effective governance. Our services have also evolved to cover all stages in the life cycle of an international development project, programme or policy: strategic planning, design, implementation, monitoring and evaluation.

The opening of our European office in Brussels in 2005 underlines this pioneering spirit and our desire to constantly innovate. It has enabled us to extend our reach and strengthen our international partnerships. Today, thanks to a multidisciplinary team and a vast network of collaborators and partners around the world, Baastel is a recognised leader in inclusive sustainable development, climate, biodiversity and nature-based solutions. Our 35 years of experience and over a thousand mandates globally and in nearly a hundred countries have shaped us and made us adapt to a fast-evolving world, but one thing remains unchanged: our determination to contribute to people-centered sustainable development.

With offices in Canada, Belgium and France, and staff presence in Mexico, Colombia, Republic of Congo and Chad, as well as in the UK, Denmark, Germany and Spain, we use our knowledge and tools to support interventions that sustainably transform communities and ecosystems. We provide our



expertise and track record in support of the efforts of multilateral and bilateral organizations, governments, NGOs, private companies and development banks to effectively tackle growing global challenges, including the conservation of ecosystems, adaptation to climate change and the promotion of inclusive economic development. Our mission is to maximize the impact of international policies, programs and projects through tailored, innovative solutions. With a presence and antennas on four continents, our multilingual (English, French, Spanish, Portuguese) team of 45 experts works with almost 200 affiliated external consultants and a broader network of some 2,000 international and national experts from around the world. We have privileged relationships with several developing world expertise centers as well as regional and national individual experts that we can call upon to assist with specific interventions in their geographic area of focus.

## ROLE OF THE EXECUTIVE DIRECTOR

Under the supervision of the Board of Directors, the Executive Director ensures the implementation of the strategic and operational orientations and directions set by the Board, and supervises and coordinates all Baastel operations, functions and activities. His/her objective is to manage and lead the company in achieving its mission and annual objectives, in collaboration with the thematic Directors and administrative teams.

### **Main responsibilities:**

- Monthly monitoring of KPIs and relevant adaptative management to achieve corporate objectives.
- Coordination and regular monitoring of progress with unit managers and directors.
- Monitoring of the development and implementation of the marketing plan to help boost sales.
- Overall supervision of admin team.
- Coordination and monitoring of cross-cutting corporate projects.
- Planning, organization and reporting for management meetings.
- Leadership of Baastel team meetings.
- Representation, partnership follow-up and business development.



## QUALIFICATIONS REQUIRED

- **Management degree** - Master's or MBA ;
- At least **10 years' experience** in a similar role in a consulting firm
- Past experience in managing specific consultancy mandates would be an asset

## CORE COMPETENCIES

- Excellent level in **English** and **French (Spanish would be an asset)**.
- **People skills**: Excellent communication, conflict management and team-building skills.
- **Visionary leadership**: Ability to define and communicate a clear, inspiring and motivating vision for the company.
- **Acquaintance with accounting and financial management**.
- **Mastery of KPIs**: Competence in monitoring and analyzing performance via KPIs to guide strategic decisions.
- **Client oriented**: Strong track record in successfully developing and managing client relations and partnerships.
- **Resilience and stress management**: Ability to cope with challenges and maintain high performance under pressure.
- **Trust and transparency**: Ethical leadership, building trust and open, honest communication.
- **Mentoring and empowerment**: Developing internal talent and promoting individual empowerment within teams.
- **Sustainable development experience**: Experience in the field would be an asset.

## BE PART OF THE TEAM!

Send us your **CV and cover letter** to [recrutement@baastel.com](mailto:recrutement@baastel.com), clearly indicating the job title in the subject line.

We sincerely thank all applicants for their interest! Those selected for further consideration will be contacted first.