**IKF CEO – POSITION DESCRIPTION (2025, ALIGNED TO LATEST ORG STRUCTURE)**

**About IKF**

The International Korfball Federation (IKF), founded in 1933, is the global governing body of korfball, the world's only fully gender-balanced team sport, played in more than 70 countries across five continents. IKF is recognised by the IOC, ARISF, IWGA, and SportAccord.

IKF's mission is to drive gender equality globally through korfball, the true mixed-gender sport, guided by the IKF Strategy 2032+ "Better Together."

The IKF is volunteer-driven and supported by a small professional Office (Lisbon, Portugal) coordinating Events, Referees, Development & Education, Marketing, Digital & Communication, Anti-Doping, Planning & Control, and Administration.

**Reporting & Governance**

- Reports to the Executive Committee (ExCo), with a direct line to the President; accountable to Council and the General Meeting.
- Leads the IKF Office (currently: CEO, two Administrative & Project Officers, and a Financial Administrator).
- Provides service and operational support to Committees, Continental Confederations, Working Groups, and the Athletes Committee.
- Collaborates with judicial/oversight bodies as per the chart: Appeals Committee, Disciplinary Committee, Ethics Committee, and Auditing Committee.

**Purpose of the Role**

The CEO is the chief executive and operational leader of IKF, responsible for:

- Translating the IKF 2032+ "Better Together" strategy into action.
- Ensuring the Office delivers timely, high-quality, and responsive support to the Executive Committee, Council, Committees, Continental Confederations, and National Federations.
- Acting as the operational and communication bridge between governance bodies, volunteers, and external partners.

The CEO must balance strategic leadership with responsive service, ensuring stakeholders experience IKF as both visionary and reliable.

**Key Responsibilities**

1. Strategic & Organizational Leadership
    - Convert long-term strategy into rolling multi-year operational plans and budgets; monitor delivery against measurable goals.
    - Ensure execution aligns with decisions of the General Meeting, Council, and ExCo.
    - Professionalize systems, data, and processes across the Office and Committees.
2. Stakeholder Responsiveness & Support
    - Serve as the first point of escalation for the ExCo, Council, Committees, Continental Confederations, and National Federations, ensuring prompt, clear responses.
    - Establish Office service standards (e.g., acknowledgement within 48 hours; agreed resolution timelines) and publish points of contact per committee.
    - Facilitate two-way communication and follow-through between ExCo/Council and Committees/Confederations.
    - Model an open, listening culture and actively resolve concerns from members and volunteers.
3. Governance Support
    - Prepare agendas, documentation, and reporting for ExCo and Council; track and implement decisions.
    - Organize the General Meeting and World Korfball Congress (biennially).
4. Events
    - Oversee delivery of 10–15 elite IKF events annually across formats and age groups.
    - Support the Event Committee, Continental Working Groups, and Local Organizing Committees with responsive, practical assistance.
    - Take direct lead on flagship events (e.g., World Championship, World Games) to ensure strategic positioning and operational excellence.
    - Ensure all events integrate anti-doping, safeguarding, and athlete representation requirements.
5. Development, Education, Referees & Playing Rules
    - Oversee Development & Education Committee processes (including grants) and pathways; ensure Korfball Academy programs (e.g., Coaching) are accessible and relevant.
    - Ensure the Referees Committee and Playing Rules Committee receive administrative and strategic support.

- Drive initiatives in School Development, Grassroots Development, and Club Development.

6. Marketing, Digital & Communication
    - Guarantee consistent, clear communication (newsletters, websites, social, direct correspondence).
    - Work with the Marketing, Digital & Communication Committee and volunteers to strengthen brand, broadcasting/streaming, and fan engagement, including Information & Innovation Technology, Livestream, and Media sub-areas.
    - Promote korfball's values globally, including Gender Equality & Inclusion.
7. Sponsorship, Medical & Anti-Doping
    - Support Sponsorship initiatives and partner activation.
    - Ensure Medical and TUE units are supported; maintain compliance with WADA and related frameworks.
8. Youth & Urban/Beach Korfball
    - Support the Youth Department and formats such as Beach Korfball and Urban Korfball to expand participation and visibility.
9. Partnerships & External Relations
    - Maintain relationships with IOC, ARISF, IWGA, WADA, SportAccord, EU institutions, and commercial partners (e.g., suppliers/sponsors).
    - Secure diversified funding (grants, sponsorships, donations); represent IKF at international sport events and forums.
10. IKF Office & Staff
    - Build a culture of professionalism, service, and responsiveness in Lisbon; set clear workflows and SLAs for all inbound requests.
    - Conduct regular staff appraisals and development; step in operationally during peaks or absences.

**Profile of the CEO**

- Strategic leader with strong organizational management and service mindset.
- Hands-on operator who can go deep when responsiveness requires it.
- Skilled communicator with intercultural competence; digitally fluent and data-driven.

- Excellent English; other languages an advantage.
- Willing to travel extensively and work outside standard hours.

**Success Measures**

- Positive stakeholder feedback on responsiveness and support from the IKF Office.
- Increased satisfaction among ExCo, Council, Committees, Confederations, and NFs.
- Balanced delivery of strategy and operational responsiveness.
- Successful delivery of major IKF events and programs.
- Growth in participation, visibility, and partnerships aligned with IKF 2032+.

**Annex: CEO Stakeholder Service Charter**

To ensure the IKF Office provides timely, reliable, and professional support to all stakeholders, the following service standards apply. These reflect IKF's volunteer-driven nature and our commitment to Better Together.

1. Executive Committee (ExCo)

- All requests acknowledged within 48 hours, with a timeline for full response.
- Agenda, documentation, and briefings for ExCo meetings delivered minimum 7 days in advance.
- Decisions of the ExCo implemented and tracked with written updates provided within agreed timelines.

2. Council

- All requests acknowledged within 3 working days.
- Council meeting preparation (agenda, documentation, reports) shared 10 days before meetings.
- Regular status updates on strategic plan implementation provided at least quarterly.

3. Committees & Working Groups

- Committee Chairs receive Office/CEO support to schedule and organize meetings.
- Requests for information, administration, or approvals acknowledged within 5 working days.
- Clear points of contact in the Office assigned for each Committee to ensure continuity.
- CEO and Office staff join meetings when useful for alignment or when requested.

4. Continental Confederations

- Regular coordination meetings between CEO/Office and Confederation leadership at least twice per year.
- Requests for support acknowledged within 5 working days.
- Aligned development projects and events tracked with transparent reporting back to Confederations.

5. National Federations (NFs)

- General inquiries acknowledged within 5 working days and resolved within 10 working days where possible.
- Development grant applications and reports processed in a timely and transparent manner, with clear feedback.
- Proactive outreach from the CEO or Office to NFs in developing regions at least once per year.
- Ensure NFs are promptly informed of IKF news, deadlines, and opportunities through newsletters, website, and direct communications.

6. Volunteers & Officials

- Event officials and volunteers receive confirmation of appointments and support documentation on time (as per the Planning & Control calendar).
- Queries acknowledged within 5 working days.
- Opportunities for feedback and input into IKF activities actively facilitated.

7. External Partners (IOC, ARISF, IWGA, WADA, Sponsors, etc.)

- Formal correspondence acknowledged within 5 working days.
- Applications for funding or compliance reporting (IOC, EU, WADA) delivered by deadlines with no extensions requested.
- Sponsorship and partnership commitments monitored and reported regularly to partners and ExCo.