

Secretary General, IFEES and Executive Director, GEDC

International Federation of Engineering Education Societies
and
Global Engineering Deans Council

Organizational Overview

The International Federation of Engineering Education Societies ([IFEES](#)) is a global federation connecting engineering education societies and constituents to improve engineering education worldwide. The Global Engineering Deans Council ([GEDC](#)) is a global network of engineering deans and academic leaders dedicated to advancing engineering education, research, leadership, and collaboration across institutions, industry, and society.

Together, IFEES and GEDC convene a diverse international community of engineering education societies, deans, academic institutions, industry partners, students, policy makers, and multilateral organizations. Their shared work includes global convenings, leadership development, knowledge exchange, partnerships, capacity building, and initiatives that strengthen engineering education for a rapidly changing world.

Position Summary

The Secretary General/Executive Director will provide strategic, operational, and relationship leadership for IFEES and GEDC. Reporting to the respective governing bodies (Executive Committees) and working closely with volunteer leaders, members, institutional partners, and sponsors, the Secretary General/Executive Director will advance the organizations' missions, strengthen global engagement, grow membership and partnerships, and ensure effective execution of programs, events, communications, and administration.

This role requires a globally minded, collaborative, and entrepreneurial leader who can work across cultures, sectors, and regions to increase the visibility, value, and impact of IFEES and GEDC.

This position includes a transition period during which the new Secretary General/Executive Director overlaps with the outgoing Secretary General/Executive Director. The duration will be determined by IFEES and GEDC governing bodies (executive committees) but is not

expected to last more than six months.

The Secretary General/Executive Director's performance will be evaluated annually by the IFEEES and GEDC Presidents with input from the executive committees.

Key Responsibilities

Strategic Leadership and Governance

- Partner with the IFEEES and GEDC leadership teams, boards, councils, and committees to refine and implement strategic priorities.
- Translate organizational strategies into clear annual operating plans, measurable goals, timelines, and accountability structures.
- Support effective governance through agenda development, meeting preparation, reporting, documentation, and follow-up.
- Ensure alignment between IFEEES and GEDC activities while respecting each organization's distinct mission, membership, and governance requirements.
- Identify organizational risks, recommend appropriate responses, and support continuity in leadership, operations, records, and institutional knowledge.

Global Partnerships and Member Engagement

- Strengthen relationships with engineering education societies, deans, universities, industry partners, student organizations, foundations, multilateral organizations, and government stakeholders.
- Grow and retain membership by communicating value, identifying member needs, and developing engagement opportunities across regions.
- Represent IFEEES and GEDC at major conferences, forums, partner meetings, and global engineering education events.
- Foster inclusive participation from diverse geographic regions, institution types, and stakeholder communities.

Programs, Events and Initiatives

- Provide leadership and coordination for major programs, initiatives, awards, webinars, leadership activities, and international convenings.
- Support planning and delivery of the World Engineering Education Forum and related IFEEES-GEDC events in collaboration with the Executive Committees, host institutions and other partners.
- Identify emerging opportunities in engineering education, including quality assurance, leadership development, digital transformation, artificial intelligence, sustainability,

equity, mobility, and workforce readiness.

- Develop systems to evaluate program outcomes and communicate impact to members, partners, sponsors, and governing bodies.
- Evaluate proposed programs and opportunities based on mission alignment, organizational capacity, financial sustainability, and potential benefit to members.

Operations, Finance, and Resource Development

- Oversee day-to-day operations, budgets, contracts, calendars, reporting, communications, and administrative processes.
- Supervise administrative staff.
- Develop and manage annual budgets in coordination with executive committees, treasurers, host organizations, and relevant committees.
- Pursue sponsorships, grants, partnerships, donations, and other revenue opportunities to support organizational sustainability.
- Ensure responsible stewardship of funds, transparent reporting, and compliance with applicable policies and requirements.
- Maintain accurate organizational records and support appropriate records retention, data protection, and knowledge-management practices.
- Monitor organizational commitments, contracts, and reporting requirements in coordination with the appropriate officers and committees.
- Support compliance with applicable legal, financial, tax, employment, privacy, and organizational requirements in the jurisdictions in which IFEEES and GEDC operate.

Communications and Visibility

- Elevate the global visibility of IFEEES and GEDC through clear messaging, compelling storytelling, and consistent communications.
- Oversee newsletters, website content, social media, announcements, reports, and promotional materials in coordination with staff, contractors, and volunteers.
- Prepare speeches, presentations, reports, proposals and briefing materials for leadership and external audiences.
- Promote the organizations as trusted conveners and thought leaders in global engineering education.
- Host annual meetings of the IFEEES and GEDC members to update them on activities, projects, finance and any other topics relevant to the members of each organization.

Qualifications

- Advanced degrees are preferred in engineering, engineering education, higher education leadership, nonprofit management, international development, public policy, business,

or a related field.

- Significant leadership experience in higher education, engineering education, professional associations, nonprofit organizations, international organizations, or related sectors.

Demonstrated ability to work effectively with senior academic leaders, deans, faculty, industry executives, sponsors, government representatives, and international partners.

- Experience managing programs, budgets, events, partnerships, staff, contractors, or volunteer teams.
- Strong written and oral communication skills, including the ability to represent organizations professionally in global settings.
- Evidence of success working across regions, cultures and institutional contexts.
- Ability and willingness to travel internationally as needed.

Preferred Attributes

- Deep understanding of global engineering education trends, accreditation or quality assurance, academic leadership, research collaboration, and workforce needs.
- Entrepreneurial approach to growing programs, partnerships, membership value, and financial sustainability.
- Collaborative leadership style that empowers volunteers, staff, members, and partners.
- High integrity, sound judgment, discretion, and commitment to inclusive global engagement.
- Comfort operating in a small, mission-driven organization with significant volunteer leadership and international scope.

Location, Travel, and Working Arrangements

The position is open to candidates based anywhere in the world and may be structured as fully remote, hybrid, or hosted through a partner institution.

This position may be part- or full-time based on the candidate's availability and work schedule

A team of experienced members will be assembled to support the transition period. In addition, each member of the executive committee will be assigned specific responsibilities aligned with their expertise and designed to support the success and continued development of both organizations.

International travel will be required for conferences, leadership meetings, partner engagement, and program delivery.

Compensation and Benefits

This position is initially unpaid and does not include financial compensation. However, based on

performance and organizational needs, IFEEES/GEDC will consider making the successful candidate an employment contract that includes salary, retirement benefits, and professional development support.

A formal review will be conducted after six months to evaluate performance, organizational resources, and the feasibility of transitioning the position to compensated employment. Any future employment agreement, salary, retirement benefits, or professional development support will be subject to approval by the IFEEES and GEDC governing bodies and applicable legal requirements. Compensation following the review is not guaranteed.

All approved work and travel-related expenses will be reimbursed.

Application Process

Interested candidates should submit a cover letter, résumé or curriculum vitae, and a brief statement describing their vision for advancing the missions and global impact of IFEEES and GEDC. The vision statement should not exceed one page. Application review will begin immediately and continue until the position is filled.

Priority consideration will be given to applications received by October 30, 2026. Selected candidates will participate in interviews with representatives of both IFEEES and GEDC.

Submit required documentation to ceo@abet.org

ABET is supporting the application process on behalf of IFEEES and GEDC; this is not an ABET employment position.

Equal Opportunity Statement

IFEEES and GEDC are committed to inclusive, equitable, and respectful engagement across the global engineering education community. Candidates from diverse backgrounds, regions, and professional experiences are encouraged to apply.