

# **JOB DESCRIPTION: ICANN CEO**

**DECEMBER 12, 2011**

## **The Organization**

ICANN's global public interest mission is to promote the stability and security of the global Internet through coordination of the global Internet's systems of unique identifiers contained in its naming and addressing systems. Reaching a person, site or entity on the Internet requires a unique identifier. It is this coordination that produces the one global Internet.

ICANN was formed in 1998, as a California public benefit non-profit corporation. It is a global organization with more than 130 staff who work in offices in the United States, Belgium and Australia, or live and work across ten other countries. The principal offices of the organization are in Los Angeles, California. Its current budget is about 70 M USD<sup>1</sup>.

ICANN's mission touches all countries on every continent and it fulfills it by engaging with a global community of nearly 20,000 actively participating stakeholders representing governments, businesses, academia, NGOs and individuals all of whom contribute to keeping the Internet secure, stable and interoperable. ICANN's three annual meetings gather about 1,500 participants each.

ICANN requires a public interest-minded leader with a combination of business, diplomatic and organizational skills.

The ICANN website (<http://www.icann.org>) provides extensive information about the organization and the way it works.

## **The Position**

ICANN's Chief Executive Officer (CEO) serves as the leader of the organization and its primary public representative, reporting to the Board of Directors. The CEO works in partnership with the Board and with the larger community to ensure that ICANN fulfills its mission and to create strategies that ensure its future success.

The CEO's office will be located at ICANN's home office in Los Angeles, California. A significant allocation of time for ICANN-related travel is anticipated.

The specific Job Description follows.

## **Leadership**

Leads ICANN staff to fulfil the mandate of the organization, consistent with both the global public interest and existing relationships with external organizations

Serves as the primary spokesperson and representative for ICANN

Fosters and deepens a relationship of trust and respect with ICANN's diverse strategic partners and constituencies

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<sup>1</sup> The new gTLD program to be launched in 2012 will require the management of a program budget of between \$75 M and \$200+ M (depending upon whether there are 400 or 1000+ applications).

Ensures effective and harmonious interaction between ICANN's Board, staff and unique global volunteer community, and their recognition within the overall Internet governance ecosystem

Ensures through his/her own efforts and those of the staff that ICANN works effectively with governments and political bodies around the world

Assures that ICANN and its mission, programs, and services are consistently presented in a strong, positive light to all stakeholders

Advocates actively for ICANN, its vision, and its bottom up, multistakeholder processes

Ensures that ICANN liaises with and builds relationships with other organizations as appropriate

## **Management**

Oversees ICANN's operations and manages its compliance with legal and regulatory requirements

Creates and maintains procedures for implementing plans approved by the Board of Directors

Promotes an internal culture that reflects the organization's values, encourages good performance, is open to operational and procedural innovation, and rewards productivity

Actively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations

Ensures that community, staff and Board have sufficient and up-to-date information

Evaluates ICANN's and the staff's performance on a regular basis

## **Strategic Planning**

Collaborates closely with the Board to define and articulate ICANN's vision and to develop strategies for achieving that vision

Creates for Board approval, annual operating plans that support the strategic direction set by the Board and are consistent with annual operating budgets

Develops, in cooperation with the Board, strategies for ensuring ICANN's long-term financial viability

Establishes, supports and implements methods for developing future leadership within the organization

## **Financial Stewardship**

Develops and maintains financial plans and financial models for estimating longer run income and expenditure requirements

Oversees staff in developing annual budgets that support operating plans and submits budgets for board approval

Manages ICANN's resources within budget guidelines according to current laws and regulations

Provides prompt, thorough, and accurate information to keep the Board appropriately informed of the organization's financial position

## **Operational Efficiency**

Oversees design, delivery, and quality of programs and services

Delivers operational excellence by ICANN staff in the execution of its tasks

Allocates human and financial resources to ensure appropriate support for policy development, execution of ICANN's policies and functions, and Board responsibilities

Stays abreast of current trends related to ICANN's mission and anticipates future trends likely to have an impact on its work

Collects and analyzes evaluation information that measures the success of ICANN's program efforts; refines or changes programs in response to that information

## **Reporting Lines**

Reports directly to the Board of Directors of ICANN

Serves as a member of the Board of Directors and participates in Board committee activities as appropriate

Advises the Board on support activities for community policy and its implementation

## **Compensation**

ICANN offers an attractive compensation consisting of salary, comprehensive benefits, and an at-risk supplement to salary that is determined by the Board's assessment of yearly performance against an agreed upon set of performance objectives for the year. Salary will be commensurate with the importance and scope of the role.

ICANN is an Equal Employment Opportunity Employer and does not discriminate based on race, color, religion, national origin, ancestry, citizenship, marital status, veteran status, physical or mental disability, sex, sexual orientation, age or other protected characteristics and complies with all applicable laws and regulations.