

Reports To: ICANN CEO

Position Title: Senior Vice President, Policy Development Support

Position Summary:

The Senior Vice President for Policy Development Support will lead ICANN's global policy support function, comprising more than 40 full-time staff and professional contractors. The team facilitates the development of policy recommendations and related advice by ICANN's multistakeholder community, as part of ICANN's mission to ensure the stable and secure operation of the Internet's unique identifier systems. ICANN's Bylaws mandate that these policies be developed through a bottom-up, consensus-based multistakeholder process. The ICANN community works through three Supporting Organizations (SOs) and four Advisory Committees (AC's).

The Senior Vice President, Policy Development Support, will manage staff teams that support each of the community groups within ICANN's multistakeholder community and perform cross-functional work across the ICANN organization. The Policy Development Support staff are located throughout ICANN's regional offices and in remote locations. Together, they provide a range of services to the ICANN community, including: (i) subject matter expertise on issues within ICANN's remit and topics relevant to the domain name industry; (ii) process guidance to ensure transparency and accountability in ICANN's policy making processes; and (iii) professional secretariat, project, and operations management and administrative services. The team works collaboratively with the ICANN community to ensure that the policy-making process is consensus-driven and globally representative, and results in global policies that are effective, timely and implementable. The team also manages important accountability mechanisms for the ICANN organization, such as Public Comment processes and the ICANN Empowered Community processes.

As the managing executive for the Policy Development Support team, the Senior Vice President, will be part of the ICANN organization's executive team. In that role, they will be expected to lead the strategic planning for their function and assume similar executive responsibilities in the organization. Specifically, the Senior Vice President, Policy Development Support, will hold executive-level responsibilities in areas including but not limited to advising ICANN's Board of Directors on policy issues, community governance, and matters impacting the multi-stakeholder community and ICANN's policy processes; and strengthening strategic relationships across the ICANN ecosystem.

Responsibilities:

- Facilitate the development of global policies within ICANN's mission and remit, responsible for ensuring that policy development occurs through transparent, consensus-based processes involving diverse stakeholders worldwide.
- Serve as a key policy representative and speaker for the ICANN organization and within ICANN's mission and remit.
- Develop and execute plans that meet strategic objectives, goals, and targets related to ICANN's policy processes and outcomes in a timely and efficient manner.
- Manage a globally distributed and diverse staff team that performs at a consistently high level in a highly visible, high-pressure environment.

- Build and maintain strong relationships with ICANN's multistakeholder community, including leaders in the three Supporting Organizations, four Advisory Committees, and other structures recognized under the ICANN Bylaws or chartered by the ICANN community.
- Support internal and external communications, in collaboration with ICANN's Communications team, to promote and ensure awareness of key policy milestones and activities in the three Supporting Organizations and four Advisory Committees.
- Serve on the ICANN organization's executive team and in other leadership roles as requested by the ICANN President and CEO.
- Advise the CEO, executive team and ICANN Board about community-developed policy advice and proposals, and act as a key facilitator in discussions amongst the ICANN organization, Board, and community.
- Manage and strengthen collaboration across multiple functions within the ICANN organization, to ensure effective coordination and timely delivery of support across the full policy development and implementation lifecycle.
- Perform other executive management responsibilities and projects as assigned by the President and CEO.

Essential Job Functions:

- Manage complex ICANN policy development and advice processes and ensure their continued utility in delivering ICANN's mission.
- Oversee the administrative management and regular operations of the Policy Development and Advice function, including staffing and budget.
- Direct and supervise approximately 40 full time staff, external vendors, and contractors, located across numerous countries and time zones.
- Actively mentor and coach motivated staff members for professional growth and advancement within the organization.
- Responsible for the regular publication of timely research reports, policy papers and communications, including topical issue reports, white papers, briefings, and other informational materials.
- Lead key cross-functional projects and programs across the organization and ensure their timely completion and delivery of planned outcomes.
- Build, maintain and deepen trusted stakeholder relationships, including with community leaders and key strategic partners.
- Collaborate effectively with diverse stakeholders to facilitate the development of effective, timely, and implementable policy outcomes.
- Conduct regular policy briefings for key external stakeholders.
- Communicate confidently and expertly to internal and external audiences, including the ICANN Board of Directors, about policy issues and ICANN's stakeholder processes.
- Ensure that functional activities are conducted in full compliance with ICANN policies and procedures and adhere to the highest ethical standards in carrying out all assigned responsibilities.
- Foster greater global understanding and awareness of ICANN mission to preserve the security, stability, and interoperability of the Internet through community engagements, policy communications, and education and outreach programs.

Qualifications:

- Minimum 15 years' experience at increasingly senior levels working in Internet, technology and related policy issues required.
- Minimum 10 years' management experience with large, highly diverse staff teams across multiple languages and cultures required.
- Significant professional experience in an international environment required, including demonstrable success in collaborating with diverse stakeholders including civil society, media, industry, government, and other relevant sectors.
- Post graduate degree required, preferably in law, public policy, or a related field.
- Knowledge of the Internet and Domain Name System required; experience with multi-stakeholder governance and the domain name industry strongly preferred,
- Proven ability to communicate complex and often controversial information, concepts, policies, and positions in writing and verbally, to internal and external audiences required.
- Excellent public speaking skills required, including the ability to explain complicated processes and complex topics in plain language to multiple audiences at varying levels (including C-suite executives).
- Proven success in leading and managing complex, organization-wide programs and projects required.
- Proven ability to work collaboratively across diverse organizational structures in a high-pressure environment under constant public scrutiny required.
- Strong computer skills required, including experience with Microsoft and Google tools for drafting, editing, publishing and collaboration; familiarity with SmartSheet, Zoom, Salesforce and other tools used by the ICANN community strongly preferred.
- Experience with mediation and facilitation a plus.
- Fluency (to native level) in English, fluency in at least one other official United Nations strongly preferred.