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## EXECUTIVE DIRECTOR

### NEW ZEALAND INSTITUTE OF INTERNATIONAL AFFAIRS

Whare Tawāhi-a-mahi i Aotearoa

## POSITION DESCRIPTION

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### About the Institute

The New Zealand Institute of International Affairs (NZIIA) - Whare Tawāhi-a-mahi i Aotearoa, is an independent, non-governmental organisation that fosters expert discussion and understanding of international affairs, particularly as they relate to New Zealand.

The Institute is a registered charitable society governed by an eight-person [Board](#), seven of whom are elected by its members, with an additional appointee from the Ministry of Foreign Affairs and Trade. The Board has an option to co-opt one further Board Member to cover any skills or experience gaps. The Institute comprises a National Office and seven branches around New Zealand; in Christchurch, Nelson, Wellington, Wairarapa, Palmerston North, Hawkes Bay and Auckland.

Established in 1934, NZIIA encourages understanding of international issues so that New Zealanders are better informed, gain different perspectives and have greater connections to the outside world. It exists for the long-term political, social, economic, environmental wellbeing and security of New Zealand.

The Institute delivers events, research projects and other initiatives, including public addresses by visiting experts and dignitaries, workshops, roundtable discussions, Track II dialogues and a bi-annual conference. The National Office and Branches host an active programme of more than 100 live events annually around New Zealand.

NZIIA communicates through digital platforms and has a long heritage of research publications, utilising international affairs experts from New Zealand and overseas. *New Zealand International Review* is the only magazine exclusively devoted to international affairs as they affect New Zealand. It has six editions per year and has been published for 50 years. The magazine is available for all members as part of their subscription.

The National Office is located at Rutherford House, Pipitea Campus, Te Herenga Waka Victoria University of Wellington.

## **Role of the Executive Director**

The Executive Director is responsible to the NZIIA Board for managing the affairs of the Institute. The Executive Director advises the Board and executes decisions, prepares and operationalises the strategy, reports on performance, generates revenue and procures services, manages the national budget, oversees communications and manages relationships with key audiences and stakeholders.

The Executive Director also leads efforts to grow NZIIA's target audiences and membership by strengthening member value, expanding engagement, and supporting Branch activity.

The Executive Director also manages any employees and contractors and mobilises and encourages volunteers in Branches around New Zealand. Additionally, the Executive Director is responsible for delivery of a range of National Office-led projects, events, publications and communications, sometimes in collaboration with a range of external organisations.

## **Key Areas of Delivery**

**KNOWLEDGE** - *Enhance international affairs knowledge amongst key audiences to improve New Zealand's economic, social and environmental wellbeing and security:*

- Promote NZIIA's reputation as New Zealand's leading source of independent international affairs insight and public discourse
- Enhance international affairs knowledge among key audiences to support New Zealand's economic, social and environmental wellbeing and national security
- Set and deliver NZIIA's strategic priorities through impactful events, research and analysis, publications, marketing and communications, ensuring these reach key audiences in efficient and effective ways
- Position the Institute as a respected, independent voice in public discourse on international affairs by providing relevant and high quality content that materially benefits New Zealand's interests
- Operate the Institute in an independent, non-partisan manner avoiding advocacy for political causes or the adoption of policy positions.
- Effectively representing the Institute as its public face, growing NZIIA's network and enhancing its visibility and reputation through strong personal representation and engagement.

**FINANCE** - *Improve financial sustainability*

- Advise on and establish appropriate levels of prudential financial risk and, with Board approval, set and manage the annual National Office budget
- Grow and diversify revenues by creating a fundraising strategy, identifying, pitching for and delivering potential opportunities including projects, sponsorship, corporate memberships, large-scale events or philanthropy.

- Build capability and governance to bid for and manage revenue-generating projects that enhance understanding of international affairs as they relate to New Zealand.

**GOVERNANCE AND ADMINISTRATION** - *Progress the Institute's governance and administration to mitigate risk and help achieve organisational objectives*

- Understand and meet NZIIA's constitutional and legal obligations and protect the Institute's reputation.
- Effective and timely delivery of Board papers and regular monitoring and reporting to the Board on performance against the strategic plan.
- Delivering NZIIA Board elections, AGMs, Annual Reports and other Governance requirements in compliance with the NZIIA Constitution and relevant legislation.
- Evaluate and evolve governance to facilitate organisational change and growth of revenue
- Develop awareness and mitigation of organisational risk
- Management of the NZIIA Administrator to deliver administration tasks.
- Enhance resilience through upskilling staff and adding in-house and contractor capability
- Improve and measure Board performance over time.
- Streamline interaction between National Office and branches, including guidance provided to the Branches to manage governance and operational issues and mitigate risk.

## **Key relationships**

### Internal:

- The Chair and Deputy Chair of the NZIIA Board and other Board members
- The NZIIA Administrator
- Editor of *New Zealand International Review*
- Other contractors, including Chartered Accountant, IT Services, event management and communications support.
- Regional branch chairs, committees and members.

### External:

- New Zealand Government, particularly the Ministry of Foreign Affairs and Trade as the primary funder, and other 'New Zealand Inc' ministries and agencies.
- The Diplomatic Corps based in New Zealand.
- Universities including senior administrative staff, academics and students, particularly at Te Herenga Waka Victoria University of Wellington and others around New Zealand.
- Think tanks, research centres, foundations and institutes, particularly those working on New Zealand's international relationships (including some overseas based organisations).
- Businesses, business councils and industry associations, particularly those involved in international aspects of trade, investment, finance and law.

- Non-Government Organisations, particularly those operating internationally.

## **Key competencies**

Through your career experience to date, you will have developed the following key skills and capabilities:

- Practitioner or scholarly understanding of international affairs, including an ability to contribute substantively to public discourse on emerging trends and developments, particularly that affect New Zealand. This could include a record of research publications and public communication.
- Strong communication skills, including creating and executing communications strategies and delivering oral, written, audio visual, stakeholder, network management and large-scale events management, and an ability to apply emerging technologies.
- Financial acumen, including identifying, bidding for and delivering projects, sponsorships and other revenue-generating initiatives within scope, on time and within budget.
- Strategy, governance, and advanced management experience, preferably including working with Boards and managing staff, contractors and mobilising volunteers.

## **Hours of work**

The equivalent of five working days per week 37.5 hours. Standard working hours are 0830-5pm, although flexibility of hours and a mixture of office and home working is negotiable. Work activities outside these hours are required, including delivering and attending evening events.

## **Leave**

Entitled to four weeks annual leave.

In addition to Public Holidays, the last working day before Christmas Day, three working days between Christmas and New Year, and Easter Tuesday are paid 'University holidays.' NZIIA employees are entitled to these holidays if they fall on days on which those employees would usually work.

## **Salary**

The Executive Director will receive a salary in the range of \$110,000-125,000 per annum.

This figure is exclusive of 3% employer contributions to a superannuation scheme such as KiwiSaver. General information on KiwiSaver is available at [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz).

### **Additional benefits**

A laptop and smart phone will be provided, in addition to office facilities in Rutherford House, Pipitea, Wellington.

Reasonable monthly smartphone data and call charges are covered.

### **To apply**

Applications including a covering letter and CV should be sent to Dr Hamish McDougall, Executive Director, NZIIA, by email to [nziia@vuw.ac.nz](mailto:nziia@vuw.ac.nz) by 23 January 2026.