



## EMVCo Executive Director – Position Description

FY2013

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Position Title:	EMVCo Executive Director
Reports To:	EMVCo Board of Managers
Compensation:	Competitive, depending on experience
Location:	Candidate may reside anywhere near a major airport hub
Term:	Two-Year contract with option to renew
Dedication:	Full time
Travel:	Approximately 25% time; candidate will be expected to travel approximately monthly to meetings in Asia, Europe, and the Americas. All reasonable travel expenses will be paid by EMVCo.
To Apply:	Qualified candidates should send a resume, employment references, and a letter detailing qualifications for this position to <a href="mailto:secretariat@emvco.com">secretariat@emvco.com</a> . <i>Applications should be received no later than 22 February 2013.</i>

### Background

EMVCo, owned by American Express, JCB, MasterCard and Visa, manages, maintains and enhances the [EMV®<sup>1</sup>](#) Integrated Circuit Card Specifications to ensure global interoperability of chip-based payment instruments with acceptance devices including point of sale terminals and ATMs. EMVCo also administers a testing and approval process, and oversees the procedures for confirming compliance with the EMV standards. More detailed information about EMVCo can be found at [www.emvco.com](http://www.emvco.com).

As EMVCo has continued to grow, and given recent migration announcements into the U.S. market, EMVCo's Board of Managers has recognized that there is a need for an experienced, senior-level individual to serve as the organization's Executive Director. This is a new position that has been conceived as a way to help EMVCo improve efficiencies, meet market expectations, and evolve to changing market requirements. The selected candidate will report to EMVCo's Board of Managers and work closely with EMVCo Working Groups and Associates.



## Responsibilities

This position includes, but is not limited to, the following responsibilities:

- Manage day-to-day EMVCo business operations as authorized by the Board, which will include the following:
  - Coordinate activity within EMVCo's Working Groups, including management of tactical and strategic issues facing each Working Group and EMVCo overall
  - Prepare EMVCo's annual budget in coordination with EMVCo's Working Groups
  - Serve as liaison with other industry bodies
  - Identify efficiencies with contractual arrangements
  - Ensure correct execution of EMVCo processes
- Coordinate public-facing activity at industry events and with industry bodies:
  - Work with external public relations firm to develop an annual plan
  - Represent and/or speak at industry events as necessary
  - Evaluate EMVCo's PR strategy and recommend enhancements
  - Analyze market needs and develop both materials and a proactive plan to educate and engage the industry
  - Coordinate public-facing liaison announcements and activity with other industry bodies
- Manage key EMVCo programs for broader industry participation:
  - Maintain high standards for content and interaction with EMVCo Business and Technical Associates
  - Manage recruitment efforts to ensure that important stakeholder groups are represented in EMVCo's Associates Programme and a good geographical representation is achieved
  - Oversee facilitation of Advisor, Associates and User Meetings—including preparation of materials and communication to relevant constituent groups
- Aid EMVCo's Board of Managers and Executive Committee in establishing long-term strategy for EMVCo:
  - Shape meeting agendas and aid in elevation of priority topics
  - Assist in defining EMVCo's strategic roadmap and translating this roadmap into actionable activity for each of EMVCo's Working Groups
  - Execute strategic work items to achieve EMVCo business goals

## Qualifications

The successful candidate will have the following qualifications:

- Bachelor's degree required; Master's degree preferred
- Minimum of 10 years experience in the payments industry with particular experience with smart cards



- Understanding of smart cards and other IC-based payment instruments; technical background in this area preferred
- Knowledge of EMVCo, technology, payment industry trends, and payment industry participants
- Minimum of 10 years experience in a senior managerial role with proven leadership ability
- Fluency and excellence in both written and verbal English; fluency in one or more other languages preferred
- Ability to manage multiple work items and maintain aggressive deadlines
- Proven negotiation skills and the ability to remain neutral while working with diverse stakeholders
- Strong client relationship management and program marketing experience
- Experience in the field of mobile payments and in Standards Body Management preferred