

Acting Head of Solutions Hub and Globethics Academy

with a focus on Business Engagement & Development

Between 60 and 80% FTE

Location: Geneva, Switzerland

Contract: Fixed-term maternity replacement (December 2025 – August 2026)

Reports to: Executive Director

About the Solutions Hub at Globethics

The Solutions Hub at Globethics empowers individuals and institutions in leveraging their excellence in responsible governance and ethical leadership through practical resources and tools, consulting and coaching support, and executive training. The Solutions Hub includes the accredited Globethics Academy with its learning platform and the pool of experts who contribute to content development and engagement with stakeholders. The Solutions Hub operates in strong collaboration and synergy with the Knowledge Hub (research, publication, documentation), and the Engagement Hub for multistakeholder policy dialogue.

The Head of the Solutions Hub reports to the Executive Director and collaborates closely with the Global Learning Manager, and with the head of operations and Regional Centres managers.

Purpose of the Role

The Acting Head of the Solutions Hub and Globethics Academy will lead Globethics' core strategic portfolios, ensuring the continued growth and relevance of the organization's learning, consulting, and executive education activities.

While ensuring continuity of leadership during maternity leave, this role carries a strategic mandate to strengthen engagement with the business sector — expanding Globethics' visibility, partnerships, and revenue generation opportunities.

The ideal candidate combines strategic acumen, business development experience, and strong networks within the corporate or SME sector, with a genuine passion for ethics, responsible governance, and purpose-driven leadership.

Key Responsibilities

1. Strategic and Operational Leadership

- Provide overall leadership and coordination of the Solutions Hub, ensuring alignment with the organization's strategic priorities.
- Closely collaborate with the Global Learning Manager, the Regional Centres Managers and the other managers.
- Work closely with the Executive Director and the senior management team in advancing the organization's strategy.

2. Business Engagement and Product Development

- Serve as the main liaison between Globethics and the business community.
- Build and maintain partnerships with business leaders, as well as the relevant business networks and associations.
- Translate insights from business engagement into relevant offers, products, and services (executive trainings, tailored programmes, consulting offers, and practical tools).
- Collaborate with internal and external experts to ensure that content and solutions address real business needs.
- Drive innovation in Globethics Academy's portfolio, positioning it as a global provider of executive learning on ethics and responsible leadership.
- Develop and implement strategies for revenue generation.
- Strengthen the Hub's business model to ensure financial sustainability and scalability.

Qualifications and Experience

- 10+ years of relevant experience in business development, partnerships, executive education, or consulting, preferably within the corporate or SME sector.
- Master's degree (or equivalent advanced degree) in Business Administration, Management, International Relations, Sustainability, Education, or a related field.
- Additional training or certification in Executive Education, Corporate Governance, Responsible Leadership, or Ethics and Compliance is an asset.
- Proven ability to develop and sustain partnerships and generate revenue through strategic offers and collaborations.
- Deep understanding of business drivers, leadership challenges, and market dynamics related to governance, ethics and sustainability.

- Strong management and coordination experience, with an ability to lead teams and deliver results in complex, multicultural environments.
- Excellent relationship-building, negotiation, and communication skills;
- Fluency in oral and written English (French is an asset).
- Entrepreneurial mindset and ability to balance strategic thinking with hands-on execution.

Profile & Personal Attributes

- A natural connector, confident engaging with C-suite and business leaders.
- Pragmatic and business-savvy, with a strong ethical compass and commitment to sustainability.
- Adaptive leader able to manage a diverse portfolio and drive innovation across programmes.
- Comfortable navigating NGO and corporate cultures, translating between both worlds effectively.

Impact of the Role

- Strengthen Globethics' position as a trusted partner for ethical and sustainable business leadership.
- Expand the organization's engagement and visibility within the business community.
- Ensure continuity and excellence in leading one of Globethics' key strategic portfolios during the maternity replacement period.
- Contribute to developing a financially sustainable and impact-driven Solutions Hub.

Application Process

Interested candidates are invited to submit, in one PDF file (named as follow: YourFamilyName_AHSH_2025), a motivation letter outlining their relevant experience and interest in the position, followed by their CV, and three references with contacts (at least two of them should be current or former work colleagues) to jobs@globethics.net with the subject line "Acting Head SH Application".

Applications will be reviewed on a rolling basis, with a priority deadline of 19 November 2025. Early applications are strongly encouraged.

Only shortlisted candidates will be contacted.