Position Description:

The INCOSE Assistant Director of Retention is an appointed position by the INCOSE Secretary with a three year term of office. The Assistant Director of Retention is responsible to the Secretary for implementing Member Retention strategy initiatives.

Responsibilities:

Authority:

Accountability:

• As stipulated in the INCOSE Bylaws, ADM-101 and BOD-100
• Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

• Demonstrated dedication to INCOSE’s mission, values, and organizational growth
• Demonstrated management experience at the organizational level
• Strong oral and written communications skills
• Able to communicate effectively across international and cultural boundaries

Level of Effort