



Cohort Coach

About ESAE

The European Society of Association Executives (ESAE) is the leading organisation in Europe bringing Association professionals together. ESAE will be launching the **Executive Master's in International Association Management (EMIAM)** powered by Solvay Brussels School in January 2027.

EMIAM is an executive education programme designed to equip current and aspiring Association leaders with the strategic, operational, and leadership competencies required to manage international not-for-profit organisations effectively. The programme combines academic excellence, peer learning, and practical application through the development of a business plan that participants build throughout the programme.

The Role

ESAE is looking for a part-time **Cohort Coach** to help guide participants throughout their EMIAM learning journey.

The Cohort Coach serves as the primary learning companion and facilitator for each cohort, ensuring continuity, engagement, and practical application of learning across all modules. Acting as the bridge between academic content and participant experience, the Cohort Coach helps participants connect concepts across modules and supports them in developing a coherent and actionable business plan for their organisation.

Remuneration follows a structured three-year onboarding pathway and will be aligned with the programme's coaching framework.

Key Responsibilities

1. Programme Facilitation

- Attend and actively participate in all programme modules and sessions throughout the academic year.
- Facilitate group discussions, case study debriefs, and peer-learning exchanges.
- Ensure pedagogical coherence by connecting themes across modules and maintaining the programme's "red thread".
- Support transitions between faculty-led sessions and practitioner contributions, drawing out practical relevance and key takeaways.

2. Participant Support & Engagement

- Act as the primary point of contact for participants on their learning journey and programme experience.
- Monitor individual and group progress and identify participants who may benefit from additional guidance or encouragement.
- Foster a collaborative, trusting, and productive cohort culture.



- Guide participants in applying module content to the development of their business plans.

Academic & Organisational Coordination

- Liaise with the Academic Director and the ESAE team regarding participant feedback and programme improvements.
- Participate in pre- and post-module briefings with faculty and guest speakers.
- Contribute to the continuous improvement of programme content and participant experience.
- Liaise with the ESAE Team for logistics support and exchange of input on the cohort progress and needs.

Profile

Essential

- Senior professional experience in association or not-for-profit management, ideally in an international environment.
- Strong facilitation and interpersonal skills, with the ability to create a safe and productive learning environment.
- Ability to bridge academic concepts and professional practice.
- Excellent command of English.
- Genuine interest in executive education, peer learning, and professional development.
- Ability to commit to attending the full Programme for a minimum of three years.

Desirable

- EMIAM alumnus/alumna.
- Previous involvement with ESAE (e.g. Board member, Community Co-Chair, volunteer leader).
- Experience in coaching, mentoring, or facilitating professional learning groups.
- Familiarity with the European Associations landscape and its governance, financial, and operational challenges.
- Availability and willingness to travel to programme locations, primarily in Brussels and other European venues if applicable.

What ESAE Offers

- A unique opportunity to shape the learning experience of future association leaders.
- Access to a high-level European network of association professionals and experts.
- Close collaboration with Solvay faculty, industry practitioners, and the EMIAM Academic Director.
- A structured three-year development pathway with increasing levels of responsibility and remuneration.
- Participation in the full EMIAM programme during the shadowing year at no cost.

Remuneration & Commitment

The Cohort Coach role follows a structured onboarding and transition model:



Year 1 – Shadowing

- Participate in the full programme alongside the Academic Director.
- Observe facilitation techniques and programme delivery.
- Remuneration: **€500/day** for 3 coach days (**€1,500 total**).

Year 2 – Supported Lead

- Assume primary responsibility for coaching and facilitation.
- Work alongside the Academic Director, who provides guidance and quality assurance.
- Remuneration: **€1,000/day** for 3 coach days (**€3,000 total**).

Year 3 and Beyond – Full Autonomy

- Lead the coaching function independently.
- Remuneration: **€2,000/day** for 3 coach days (**€6,000 total**).

Additional commitment includes attendance at all 12 programme days per year, preparation, participant follow-up, and coordination between modules.

How to Apply

Please send your CV and a short motivation letter to info@esae.eu. Applications will be reviewed by the EMIAM Academic Director and members of the EMIAM Task Force. Shortlisted candidates will be invited for an interview. The selected candidate is expected to join the programme ahead of the January 2027 cohort launch.