



Job Description

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Job Title Executive Director	Job Location Moshi	Category Project & Program Management, Strategy Planning
Job Type Full Time	Job level Managing Director / CEO	Industry Non-profits (NGO)
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category Project & Program Management: 5 Years	Secondary Category Strategy Planning: 4 Years
Certificate -	Qualification -	

Summary

The Executive Director will ensure that programs are running in a timely and impactful manner, that fundraising is maintained to keep up with growth, that partnerships are formed and deepened, and that all organisational activities are focused towards achieving and expanding the organisation's mission to its highest potential.

Responsibilities

1. Strategic Planning

The Executive Director will work with the organisation's Strategic Consultant, staff, and Board members to develop a strategic plan, which will operate as a road map for the next 5 – 10 years. This will take a large percentage of time during the first few months of the job and will involve the following steps:

- Reviewing assessments recently completed by the Strategic Consultant regarding the organisation's current capacity;
- Use a participatory development process to create short and long-term goals to meet the organisation's mission and building on the current program strategies to ensure successful completion of those goals, and;
- Develop a sustainability plan to meet necessary funding requirements for the new strategies.

2. Staff Management

- Ensure that all employees are delivering high-quality and timely work according to their job descriptions;
- Create and maintain official work plans with staff in order to track performance and professional and developmental needs;
- Pursue and provide relevant professional development opportunities;
- When needed, conduct recruitment activities and fill relevant staffing gaps with the highest ethical standard, in order to meet the goals of the strategic plan;
- Conduct annual mid-year reviews;
- Conduct disciplinary measures when needed.

3. Program Management

Using the needs assessment and guided by goals in the strategic plan, the Executive Director will:

- build up the teacher training/professional development program into a scalable pillar of the organisation's programs;
- pro-actively pursue strategies needed to continue the implementation the Early Childhood Education Platform in public schools throughout the region and country;
- work closely and effectively with government actors in both schools and local administrations to build impactful programs;
- ensure that all reports are written and submitted in a professional and timely manner to any necessary parties and filed accordingly;
- ensure that monitoring and evaluation are consistently done at a high quality and that lessons learned from evaluations are integrated into program development.

4. Administrative and Financial Management

- Develop and supervise all financial systems;
- Develop an organisational financial policy and manual;
- Supervise the creation of budgets (annual and projected budgets, as well as project and proposal budgets);
- Develop annual budgets for Board approval;
- Liaise with the US Board of Directors by attending quarterly meetings via conference call to provide programmatic and financial updates, as well as the outcomes of staff and operational reviews;
- Maintain annual meetings with the Tanzania Advisory board and engage members when needed;
- Collaborate with the Deputy Director and Accountant, ensuring annual audits and other regular checks and balance systems;
- Supervising administrative processes, filing, and office management;
- Ensure that all donor and government reporting is done accurately and on time. (i.e. filing reports with the Tanzanian National NGO Coordination and thoroughly completing funder reports);
- Supervise all written reports and organisational literature to ensure grammatical accuracy; ensuring that all public written materials representing the organisation are accurate and clear;
- Ensuring that all operational reviews are done fairly and regularly and that learnings are effectively integrated into the organisation.

5. Fundraising, Donor and Relationship Management

- Implement the sustainability plan in accordance to the strategic plan to ensure that all new and existing programs are adequately funded and that the organisation operates at maximum financial health;
- Build relationships with current and future donors, foundations, local partners, government agencies and politicians;
- Work closely with US and TZ Board of Directors to ensure meeting funding benchmarks;
- Represent the organisation at conferences, networking or fundraising events;
- Ensure the continuation of grant application research, submission and reporting.

Education & Qualifications

Educational Qualifications:

- Holds a Master's Degree in International Development, Management, or commensurate field of study, or
- At least five years of experience managing an international development project

Other Qualifications:

- Is computer proficient in Microsoft Windows Suite, especially Word, Excel, and PowerPoint;
- Is fluent in English and Kiswahili; Must demonstrate strong writing skills in both languages;
- Has experience with public speaking and is able to publicly represent the organization in an inspirational and professional manner;
- Has excellent time-management skills; is organized, takes initiative and at all times conducts oneself with integrity, honesty and passion.

Requirements

Has demonstrated experience in nonprofit program management, including:

- A track record of implementing successful programs in community settings through developing partnerships, closely monitoring program implementation, and tracking program impact through data collection and grant reporting;
- A history of strategic thinking in the context of program design and project planning and having refined programs over time to improve outcomes;
- A history of maintaining and growing donor relationships and partnerships with government and private sector actors.

Preferred: Experience managing in a school or education program setting

- Has experience managing people. It is critical that the person in this position be a strong manager who is able to collaborate effectively with team members, listen and integrate ideas, support staff development but also identify and address weaknesses and issues as they arise.
- Must demonstrate excellent time management skills and have the capacity to juggle multiple projects and priorities.

Reporting To

Board Members

Driving Licence

Not Required

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