

DIRECTOR: ETAFENI DAY CARE CENTRE TRUST

Purpose of position

The Director will report directly to the Board of Trustees and provide overall leadership for the Etafeni Day Care Centre, Nyanga and related outreach services. S/He will be responsible for delivering the organizational strategy including project planning, implementation, monitoring of progress, financial planning and oversight, coordination and relationship building with key stakeholders, and provide motivational leadership for the staff team.

Key performance areas:

Leadership and people management

- Be a role model for the staff team and beneficiaries
- Work effectively with the board of trustees to lead the organization
- Lead, manage and motivate the Senior Management Team
- Oversee the organization's support functions including HR, finance, fundraising and development and facilities
- Oversee the implementation of organizational policies, procedures, making suggestions for revisions where appropriate.
- Oversee implementation of an effective performance management system and annual objectives for all staff, relevant to their contract and job description.
- Follow due process to motivate and discipline staff as appropriate to improve performance

Programme planning and management:

- Deliver the strategic operational plan to deliver and develop support services at Etafeni
- Oversee the efficient and effective day-to-day operation of the organization
- Determine staffing requirements for organizational management and program delivery
- Implement effective monitoring evaluation and reporting and use data collected to continuously improve services
- Coordinate and provide technical leadership and support to the staff as required.

Financial planning and management:

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget
- Assume a fiduciary responsibility and ensure that operational expenses comply with budget

- Ensure that all Finance systems/policies are implemented and maintained, in conjunction with the Finance Manager.
- Work with the fundraisers to secure adequate funding for operation of the organization and initiate fundraising activities as appropriate
- Assist Financial Manager to administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board and finance committee with information to supplement reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Communication, community relations and advocacy

- Act as a spokesperson for the organization clearly conveying information and ideas both verbally and in writing
- Remain informed about current trends and priorities in development, health and education (ECD) service delivery
- Communicate with stakeholders to keep them informed of the work of the Etafeni and identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, Government and other organization to help achieve the vision of the organization
- Ensure the website, IT and technology are used effectively to promote the organization and key messages and enhance income generation / fundraising and awareness

Risk management

- Maintain a register to identify and evaluate the risks to the Etafeni's people (client, staff, management, and volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Trustees remain informed about significant or strategic risks and the organization carries appropriate and adequate insurance coverage.
- Oversee health and safety and security to ensure the safety and wellbeing of all staff, beneficiaries and visitors at the day care centre and those involved in community outreach

Fundraising

- Be responsible for submitting funding bids and when necessary reports to donors.

- and monitor project activities and project expenditure.
- Interact with funders and support fundraisers in their efforts to secure funding for the Etafeni Trust.
- Represent the Etafeni Trust in meetings with funders and government departments.