



The Desmond and Leah Tutu Legacy Foundation

The Desmond and Leah Tutu Legacy Foundation (DLTLF) harnesses, consolidates, preserves and propagates the values, principles and mission of its founders. Housed in the Old Granary in Cape Town, the Foundation exists to continue to celebrate Desmond and Leah Tutu's life-long sacrifice for peace and justice by:

- Protecting, preserving and promoting this extraordinary and inspiring legacy;
- Sharing their courageous witness to honouring the sacredness of all human beings;
- Restoring human dignity; and
- Helping people to reconnect to each other and to their own integrity.

The DLTLF is currently seeking an extraordinary leader who is well aligned to the ideals and values of the Founders and is driven and committed to fulfil their mission.

Reporting to the Board of Trustees, key responsibilities of this exciting and challenging role include:

1. The implementation of the Foundation strategy
2. Overall management of the Foundation and the staff
3. Overseeing the financial management
4. Fundraising on an ongoing basis
5. Preserving and building on the legacy of the Founders
6. Ensuring that the museum and archives are available as a community resource
7. Building the name of the Foundation and positioning it as a leader in the peace building

Other key responsibilities include:

- Develop and execute the Foundations strategies in order to attain the goals and objectives determined with the full agreement of the Board
- Provide strategic leadership to the Board and Executive Chairperson so that they will have accurate view of the landscape and the future work of the Foundation
- Prepare and implement comprehensive operational plans to facilitate achievement by planning cost-effective operations and market development activities
- Develop and implement an active fundraising strategy to ensure that the Foundation can fulfil its mission and objectives
- Ensure the Foundations policies and legal guidelines are communicated all the way from the top down and are followed at all times
- Communicate and maintain trust relationships with all relevant stakeholders and partners and develop relationships/partnerships with other NGOs
- Overall responsibility for financial management and operating systems
- Supervise the work of managers, providing guidance and motivation to drive maximum performance

- Represent the organisation as a public speaker and public relations representative in ways that strengthen its profile
- Analyse problematic situations and occurrences and provide solutions to ensure the Foundations survival and growth
- Create and monitor quality assurance frameworks, tools and processes
- Coach, develop and train emerging leaders and junior staff members

Requirements

- Proven experience as a senior executive manager and leader reporting to a board
- Demonstrable experience in developing and implementing strategic and business plans
- A proven track record in successful fundraising
- Thorough knowledge of the peace building and conflict resolution landscape
- Strong programme management experience
- Strong understanding of financial management and measures of performance
- Excellent organisational and leadership skills
- Strong skills and experience in communications and brand building
- Qualifications in a relevant field

Essential Qualities

- Ability to motivate, lead and inspire staff
- High integrity and commitment to the ideals and values of the Founders
- Excellent communication, interpersonal and presentation skills
- Emotionally intelligent with the ability to empathise and also hold staff accountable
- Outstanding analytical and problem-solving abilities

Does this sound like you? If so please view *the full job description and application instructions on the Vacancies page* at www.actionappointments.co.za and email your application by **Friday 29th March 2019** to lisa@actionappointments.co.za

