

Position: Chief Executive Officer

The Chief Executive Officer serves as chief executive of CCI and, in partnership with the Board, is responsible for the success of CCI. Together, the Board and CEO assure CCI's relevance to the community, the accomplishment of CCI's mission and vision, and the accountability of CCI to its diverse constituents. The Board delegates responsibility for management and day-to-day operations to the Executive Director, and s/he has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board.

About the job:

The CEO will be responsible for ensuring delivery of the following key outputs:

1. Board Governance: Works with board in order to fulfil the organization mission.

- Responsible for leading CCI in a manner that supports and guides the organization's mission as defined by the CCI Board.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Other duties as assigned by the Board of Directors.

2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of CCI, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support CCI's mission.

3. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through strategic and technical leadership

- Responsible for implementation of CCI's Community based programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that CCI can successfully fulfil its Mission into the future.
- Responsible for the enhancement of CCI's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of CCI operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.
- The organisation has a world class profile in terms of its effective delivery and adherence to corporate governance best practice.
- There is a robust executable and clearly communicated 5-year strategic plan with effective supporting operational and financial plans.
- Effective strategies are developed and implemented to ensure the sustainability of the organisation.
- That reports that meet the requirements for good corporate governance are delivered accurately and timely to the South African government, funders and other stakeholders
- Have regular communication with key stakeholders to ensure their needs are continuously being addressed and understood.
- Create an enabling environment for staff to participate meaningfully in the development, growth and improvement of the organisation.
- That CCI adheres to grantor financial and operational requirements measured through compliance audits.
- The management and the organisation work as one team, to achieve the vision and the strategic objectives of the organisation in ensuring its sustainability.
- The staff are motivated and have the competencies needed to deliver on their jobs purpose and organisations purpose & strategic objectives.

Professional Attributes

- Transparent and high integrity leadership
- Five or more years senior non-profit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of CCI's strategic future to staff, Board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Skills to collaborate with and motivate Board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability
- In depth knowledge and understanding of the NGO industry

Experience and background qualifications

- Postgraduate University degree with one or more of the following majors – Public and Development Management, Public Health, Social Science, Business Administration, Finance
- 5-10 years successful senior leadership experience at a social impact organization
- Experienced professional, respected in the field, with the ability to develop and maintain good working relationships at all levels of government, donor organisations, community based organisations, the commercial sector and the Social and Behavioural Change Communication industry
- A proven track record of having built and leveraged relationships of strong trust, respect and understanding with key stakeholders within the NGO sector.
- Strong NGO business acumen – an ability to understand complex business issues and their underlying economics. A focus on desired business outcomes and strategic imperatives of the industry and how the government and public relations function can support them.
- Programme design, management and monitoring and evaluation, grant management and organisational management skills – the ability to tactically implement a complex program or process.
- Cool and resilient under pressure.