

# **ISIVIVANA CENTRE, KHAYELITSHA**

## **CENTRE DIRECTOR**

The Isivivana Centre Director will provide overall leadership of the Centre, oversee its operational and financial management, and report to and support the Board of Trustees to ensure that the Centre remains a successful and dynamic space.

**Key areas of responsibility will include:**

### **STRATEGIC LEADERSHIP**

- Provide leadership to the Centre as a whole, ensuring that its vision is realized in dynamic and meaningful ways.
- Develop creative strategy for the long term success and development of the Centre - both in terms of the precinct in which it is located as well as its projects, staff, and facilities.
- Identify, develop, and implement concrete plans to ensure the most effective and coordinated use of the Centre's resources and the achievement of its objectives.

### **OPERATIONAL MANAGEMENT**

- Ensure that effective management systems are in place so that the Centre runs smoothly in all aspects of administration, services, and maintenance.
- Overall management of all building staff, ensuring that they all work well together in strong and dedicated teams.
- Oversee the development of human resource procedures and policies, and ensure that these are implemented effectively.
- Oversee the staff, functions and development of the library.
- Provide support and oversight to the Cinema Manager.
- Work closely with and support the external Restaurant Manager to ensure that the Restaurant is a profitable concern that meets the needs of all the building personnel and tenants.

### **FINANCIAL MANAGEMENT**

- Oversee the long term financial planning needs of the Centre in terms of budgeting, forecasting, investments, asset management, tax planning, audits and other aspects as needed.
- Develop and implement financial systems and controls for effective financial reporting, security, donor and grant administration, accounting, payroll, and banking.
- Manage existing relationships with donors and undertake additional fundraising, including building relationships with new donors and identifying new income sources.
- Submitting the annual rates rebate application to the City
- Managing and developing revenue streams, including rental renewals and rent increases

## **RELATIONSHIP BUILDING, POSITIONING AND MARKETING OF THE CENTRE**

- Overall responsibility for ensuring that the building is occupied to capacity
- Help to maintain a supportive, participatory, and vibrant environment within the Centre across tenants and stakeholders.
- Serve as spokesperson for the Centre and build positive communication strategies for the Centre's engagement in society more broadly.
- Develop good working relationships with relevant external stakeholders and community structures so that the Centre can contribute to the development of the precinct through such alliances and opportunities.

## **SUPPORT AND REPORT TO THE BOARD OF TRUSTEES**

- Provide the necessary information and support for the Trust to run effectively.
- Ensure governance protocols are followed, such as those relating to provisions of the trust deed, the Trust's PBO status and other requirements of good governance as needed.
- Arrange and attend Board of Trustee meetings when required and take decisions forward.

## **KEY PERFORMANCE REQUIREMENTS**

- Ability to think strategically and to inspire those around you to share the vision for the Centre.
- Ability to take on both bigger picture problems and day to day ones, while finding intelligent, creative solutions.
- A good understanding of the political context of the Centre's work and how to navigate it.
- Excellent relationship and alliance building abilities.
- Ability to manage conflict and conflicting needs in a constructive and forward looking way.
- Excellent skills and proven experience regarding management, human resources, and financial systems.
- Ability to fundraise and manage grants and grant relationships effectively, a track-record in successful fundraising is a key requirement.
- Well-developed verbal and interpersonal skills.
- Proficiency in isiXhosa is advantageous.
- Unendorsed driver's license.

## **QUALIFICATIONS AND WORK EXPERIENCE**

- Experience working in a human rights or community organisation or in a senior role or setting that would be appropriate preparation for this position.
- Tertiary qualification.
- A senior manager with 5-10 years of relevant work experience.