

JOB DESCRIPTION

EXECUTIVE DIRECTOR

Our client, a grant-making foundation registered in Switzerland and operating in Southern Africa (and referred to in this document as The Foundation), supports organisations working to improve access to education; and the quality of education in rural areas of Lesotho, South Africa and Eswatini (Swaziland) known as Region 1 in a variety of ways.

The activities of the Foundation in the Region 1 Southern African countries of South Africa, Lesotho and Eswatini are overseen and managed by an Executive Director.

The Executive Director, reporting to the Board of Trustees and based in South Africa, takes on the overall responsibility of the implementation and development of all grant making activities in Eswatini, Lesotho and South Africa. The Executive Director will work in close collaboration with the Board to lead the Foundation through an important phase of growth and development.

Key Performance Areas:

1. Finance and company management
2. Strategic development of the Foundation in Southern Africa
3. Ongoing management and oversight of all the Foundation grantmaking activities
4. Reporting regularly to the Trustees

1. Finance and Company Management

- a) Supervision of the Finance Manager
- b) Overseeing and tracking expenditure of admin funds
- c) Ensure Annual Financial Statements done and submitted to the Foundation

2. Strategic development of the Foundation

- a) Development with the Board of Trustees of the Foundation of all aspects of the Foundation's mission/vision, strategy and operations in Southern Africa
- b) Maintain and build on relationships with like-minded donors locally, regionally and internationally
- c) Collaborate with Region 2 colleagues and support the Foundation's work in Region 2 (Malawi, Zambia, Zimbabwe)
- d) Remain up to date with developments in all aspects related to developments in education in the region

3. Ongoing management and oversight of all Foundation grantmaking activities

- a) Respond to and evaluate all requests for funding which relate to the preferred focus areas, priorities and approach of the Foundation, and visit all prospective applicants before making recommendations to Trustees
- b) Implement grant making decisions in collaboration with Trustees
- c) Monitor individual grantee activities based on grant purpose as agreed in each case (scrutinise reports, pay visit at least once during grant period, and work with grantee to evaluate success of each grant)
- d) Maintain records of all grants, reports, visits, visual records, database (Excel) in Region 1
- e) Oversee and authorise payments to be made to grantees (linked to grant report and outcomes)
- f) Undertake regular monitoring and evaluation visits to all active and potential grantees in the region
- g) Assist grantees with constructive, problem-solving strategies and ideas where sought/ required (cross-pollination)
- h) Assist grantees in non-monetary ways as and where possible/appropriate
- i) Identify, source and distribute resources which may be of value to grantee partners & colleagues

4. Reporting to Trustees

- a) Reporting regularly to Trustees in a variety of ways and ensuring that reports and the Annual Financial Statements are submitted to Switzerland
- b) Share significant celebrations and challenges relating to Foundation grantees as well as issues affecting education in the region

Key attributes for the **Executive Director** will include:

- Appropriate tertiary qualifications and extensive working experience within the development sector at a senior management level
- An interest in and an understanding of the challenges facing the education sector in Southern Africa and the support needed to improve and enhance what is currently offered
- Grant making experience will be a major advantage
- Highly articulate and able to communicate with stakeholders across the board
- Excellent writing skills
- An ability to develop strong relationships and build trust with grantees
- Experience working in a rural area
- High levels of self-motivation – ability to work alone and communicate the situation on the ground clearly to the trustees (Be able to paint an accurate picture)
- An experienced driver with the ability and confidence to travel extensively in deep rural areas
- Flexible and able to deal with shifting priorities

