

Carolina for Kibera Executive Director Job Description

Established in 2001, Carolina for Kibera (CFK) works to alleviate abject poverty, prevent ethnic and gender violence, and promote healthcare and youth development. CFK's Sports Program, Binti Pamoja Center, and Taka Ni Pato Waste Management Program engage over 2,000 youth volunteers each year. CFK's Tabitha Clinic treats over 30,000 patients per year. Recognizing CFK's unique model of participatory development, Time Magazine named it a "Hero of Global Health."

CFK is seeking an Executive Director, who will work with a diverse range of staff and partners, including community members, leaders, volunteers, and local and international donors. The Executive Director works full time from the CFK offices in Kibera.

Responsibilities include:

- preparing financial budgets in coordination with program staff and ensuring overall financial stability for the organization
- maintaining existing donor relationships and developing new avenues for fundraising
- manage over a dozen diverse staff and build their capacity and skills necessary to excel in their specific positions
- work with staff to develop and implement monitoring and evaluation strategies, and adapt and improve program activities in response
- represent the organization in Kibera, within Kenya, and abroad
- enhance organizational infrastructure through review of existing and creation of new policies and procedures
- manage internal and external communications systems
- welcoming and hosting local and international visitors in the community and making appropriate follow up
- working with staff and stakeholders to develop and implement a strategic plan
- identifying and cultivating growth opportunities for the organization

Qualifications and Skills:

- university degree
- extensive experience in management, community development, NGO, and/or healthcare service sector
- experience working with youth
- must be culturally sensitive and have the ability and interest to identify and work with a multi-cultural team and community
- ability to multi-task
- experience in budget management, financial reporting, and fundraising
- strong skills in report and proposal writing
- strong people management and communication skills

- ability to discern the appropriate situations for both independent and consensus decision making
- experience in project management cycles
- must be comfortable with unconventional work hours

A successful candidate will be committed to working in Kibera and interacting with all levels of the community. At the same time, the candidate must be able to passionately tell the story of CFK's history, values and opportunities to a wide range of stakeholders. This is a demanding, yet rewarding leadership position that requires the courage to confront hardship and sacrifice on a daily basis. The CFK Executive Director impacts thousands of lives in profound ways in Kibera and beyond.

If interested send CV and cover letter, Ref: CFK Executive Director Search, to hawkins.associates@khigroup.com by April 24, 2009.