**Vacancy Announcement – Executive Director**

Carolina for Kibera (CFK) is an non-governmental organization based in the Kibera community of Nairobi, Kenya. CFK was founded in 2001 to promote ethnic, gender and religious cooperation in Kibera through a community-based sports program and has since expanded to serve the community through a state-of-the-art health clinic (Tabitha Medical Clinic), an adolescent girls’ program (Binti Pamoja), an HIV/AIDS & SRH prevention and service provision program, and a youth economic empowerment program (Taka Ni Pato). More information can be found at [http://cfk.unc.edu/](http://cfk.unc.edu/)

CFK seeks a dynamic, hands-on, qualified management professional to serve as Executive Director during a time of organizational growth. This is a senior position that involves frequent interaction with the senior management team, donors, and the Board of Trustees. This individual will have responsibility in overseeing the overall operations of the organization, ensuring compliance, efficiency, transparency, and effectiveness of the programs and internal processes.

Experience in strategic planning, financial reporting and program development is essential. In addition, candidates should have proven experience in fundraising and revenue improvement, excellent knowledge in proposal writing/reporting, and strong analytical and problem solving skills. They should be culturally sensitive and able to work with a multi-cultural team and community in an informal sector settlement. The successful candidate will be a proven leader that is able set and deliver on strategic goals, develop a high-functioning team, and guide a change-making organization.

Please note: Only Kenyan citizens are eligible for this position.

**To Apply:**
If you believe you merit consideration, please email us a cover letter and your detailed Curriculum Vitae with three referees. The cover letter should include examples of your experience working in poor communities, ability to cultivate donor relationships, capacity for making difficult leadership decisions, and involvement in professional mentorship. All materials should be sent to [hawkins.associates@khigroup.com](mailto:hawkins.associates@khigroup.com) by October 20, 2014.

Only short-listed candidates will be contacted.
**JOB TITLE:** EXECUTIVE DIRECTOR  
**REPORTS TO:** BOARD OF TRUSTEES  
**DIRECTLY SUPERVISES:** SENIOR MANAGEMENT TEAM  
**LOCATION:** KIBERA SLUM- NAIROBI, KENYA

### JOB PURPOSE

Responsible for the daily management, oversight and reporting on all areas of CFK activities.

### KEY DUTIES

#### Financial Management
- Develop and manage CFK annual operating budgets and administration of all CFK financial transactions
- Work with the Board, the CFK Accountant, the Executive Director of CFK, Inc. (US), and Auditors to ensure that financial management is in accordance with legal requirements and generally accepted accounting principles
- Provide quarterly and annual financial reports to the Board of Trustees (Kenya)
- Ensure all financial reporting requirements per the agreement with CFK-US are met

#### Fundraising
- Work closely with the senior management in the execution of the fundraising strategy, ensuring that all targets for the annual workplan are met
- Act as a point of contact for funding agencies for CFK programs
- Maintain relationships with established funding agencies, as well as identify and create relationships with potential funders
- Upon approval by CFK Board, sign contracts with funding agencies on behalf of CFK

#### Program Activities
- In accordance with the CFK Strategic plan, maintain, improve, and further develop CFK programs
- Support the development of new programs that may be appropriate and necessary in the Kibera community and within CFK’s expertise and potential
- Ensure that financial/budget and workplan tracking reports are submitted for all programs at least quarterly

#### Board Development
- Provide the necessary assistance to ensure the CFK Kenya Board works effectively and efficiently
- Ensure the constitution of the Board remains adequate and relevant in a changing community environment
- Collaborate with the Chairman of the Kenya Board to hold quarterly board meetings and distribute information in a timely manner
- Provide frequent updates to the CFK Boards (Kenya and US)
Strategic Planning
• In collaboration with the CFK Board in Kenya and the US provide long-term and annual strategic plans
• Implement and report on progress of strategic plans

Administration
• Ensure the general administration of CFK is efficient including maintaining adequate records of all activities, volunteers and all other aspects of CFK
• Ensure that all legal requirements of CFK as a Non-Governmental Organization are fulfilled and maintained as required
• Submit monthly reports to both CFK Boards (Kenya and US) on all CFK activities, including fundraising, communication with partners and funders
• Serve as lead point of contact for all international volunteers
• Develop collaboration and contracts with partner agencies within the community, as well as create and maintain relationships with supporting institutions
• Serve as the representative for the organization for communication with media

Staff management
• Provide direct supervision for the senior management team
• In collaboration with Board, provide continuing training and support to all CFK employees to allow them to excel and grow with the organization
• Provide annual performance evaluations for all CFK staff
• Ensure all staff policies and HR related actions are in compliance with the Kenyan Labour laws

Relationship Management
• Work with the CFK Boards in Kenya and the US to maintain a sound and long term funding relationship with CFK Donors, the Kibera community, the Kenya Government and interest groups.

Knowledge/Skills/Experience
• Minimum of a Bachelors degree in Business Administration, Social Sciences, Public Health, Community Development, International Development or related field
• A Masters degree will be an added advantage
• Minimum of five years experience at the Director level in the community development sector

Competencies
• Must be culturally sensitive and have the ability and interest to identify and work with a multi-cultural team and community
• Proven experience in fundraising or revenue-improvement for NGO, international organization, voluntary organization or from a relevant business setting
• Excellent proposal writing and reporting skills
• Solid and proven project management and planning skills
• Thorough understanding of program planning cycles
• Experience in financial reporting and accounting practices
• Strong analytical and problem-solving skills
• Excellent people management and communication skill
• Experience in strategic planning