

**VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTOR - NEAR NETWORK**

Organization	NEAR - Network for Empowered Aid Response, www.near.ngo (Hosted by Adeso – African Development Solutions, www.adesoafrika.org)
Position Title	Executive Director - NEAR Network
Reporting To	The Leadership Council, with direct oversight by the Chair of Leadership Council
Working With	NEAR Secretariat and Staff
Programme/Duty Station	NEAR Network/Open
Duration	One (1) Year Renewable
Starting Date	Immediately

NEAR NETWORK

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The Network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships. The NEAR Network Secretariat is hosted by Adeso in Nairobi, with staff based in various countries.

POSITION SUMMARY

Reporting to the Leadership Council (LC), with direct oversight by the Chair of the LC, the Executive Director (ED) leads all aspects of the Network for Empowered Aid Response (NEAR). In this capacity the ED will have primary responsibility for leading and coordinating and implementing the strategies and initiatives which enable NEAR to carry out its mission through advocacy, education, coalition building, government relations, communication and media relations, fundraising, leadership cultivation and engagement and relationships with local organizations around the globe. The ED is responsible for directly line managing the Programs Manager who in turn is responsible for managing the operations of the NEAR Secretariat. She/he will primarily be responsible for establishing operational systems, organizational structure and overseeing the implementation of program plans. Further, the ED will foster and reinforce a culture within the Network that is consistent with the organization’s values and supports the strategy and objectives of NEAR.



SPECIFIC ROLES AND RESPONSIBILITIES

- 1. Leadership Cultivation and Membership Engagement, Strategic Development and Coalition Building Of NEAR:**
 - Develop, manage, adapt and implement programs shaped by needs of local organizations and aligned with NEAR priorities in the areas of civic engagement, organizational development, advocacy and local financing
 - Oversee development and implementation of strategic plans and work-plans for meeting organizational milestones in partnership with the LC and provide regular reports on progress towards goals to LC and membership.
 - Working with the Chair of LC to develop, maintain, and support a strong Leadership Council and serve as ex-officio member of all standing and ad-hoc committees or working groups.
 - Oversee the creation and ensure ongoing functioning of strong financial, administrative, resource mobilization, and communications policies and systems.
 - Ensure regular and strategic communication with membership and engagement of membership at various levels
 - Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for Leadership Council in its budgetary review and approval process.

- 2. Organizational and Program Management**
 - Work with LC to identify, cultivate and recruit staff, members and new leaders including on-boarding, coaching and performance management of all staff
 - Oversees preparation of the annual budget and other necessary financial documents. Provides information and justifications for Leadership Council in its budgetary review and approval process.
 - Establish specific, measurable, relevant and time-based goals and ensure each staff member regularly receives feedback/coaching on performance relative to their goals
 - Ensure the high quality and timely implementation and reporting of all project activities in accordance with the approved proposals, work plans and budgets
 - Ensure compliance of both host agency (Adeso) and donor rules and regulations

- 3. Fundraising, Planning and New Business:**
 - Lead in the development and implementation of a comprehensive fundraising strategy to ensure long term sustainability and an active pipeline of funding opportunities
 - Plan and implement donor engagement and cultivation strategies in cooperation with the hosting agency (Adeso) and the LC
 - Build long term relationships with key donor segments based on mission, cultivation and stewardship, program outcomes and sound fiscal management.
 - Leads Network's financial growth in order to maintain healthy cash flow, provide full services to our constituents and maintain adequate reserves to support Leadership Council-approved investments and risk-taking.



4. Public Relations/Advocacy

- In close consultation with the LC, develop and manage the implementation of an Advocacy Strategy for the Network
- Promote the Network's visibility and welfare through participation and membership in community forums, civic organizations and activities that are aligned with the Network's mission and vision.
- Respond to events, issues and incidents related to the Network's mission and advocate for key priorities at the international level and national level as needed.

As this is a startup organization, the Executive Director should demonstrate entrepreneurial skills and be willing to support in other areas not specified.

SKILLS AND QUALIFICATIONS

The Executive Director will be thoroughly committed to the Network's mission. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience.

Other qualifications include:

- Advanced degree, ideally Masters level, with at least 10 years of senior leadership experience; Experience in leading as an Executive of an existing organization or having started and grown an established organization
- Experience of humanitarian or development work and familiarity with humanitarian principles and systems
- Proven track record of effectively leading and regionally and/or nationally scaling a performance- and outcomes-based organization and staff
- Excellence in organizational management with the ability to coach staff, manage, and develop high performance teams, set and achieve strategic objectives
- Understanding and experience of Project Cycle Management tools and log-frames
- Experience of managing and reporting against budgets
- Past success working with a Board with the ability to cultivate existing board relationships
- Strong and proven commitment to the values and ethos of NEAR in particular to the localization of both humanitarian and development aid system
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Experience of working with institutional donor funded projects and overseeing compliance requirements at programme or organizational level
- Strong written and verbal communication skills in English; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- A multilingual individual who can speak two of the following languages: English, French, Arabic, and Spanish is strongly desirable



The final candidate will spend six (6) months in Nairobi, Kenya for induction and should be willing to relocate to one of the Organization's regional hubs (Nairobi, New Delhi or Istanbul, etc). However, in the end it may also be decided that the individual can be based in their home country, if it is in the global south or east.

Please Note:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@near.ngo, quoting “**Executive Director - NEAR**” in the email subject matter, by **1st April, 2018**.

Each application should be addressed to the Regional Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. NEAR is an equal opportunity employer.

