

JOB PROFILE

JOB TITLE: Executive Director, Kilimani Project Foundation	
LOCATION: Kilimani Project Foundation Offices, Nairobi	CONTRACT TYPE: Open depending on availability of funding
	LEVEL: A
Benefits: Flexi-time, PAYE, NSSF, NHIF, possible health package (to be confirmed)	
KILIMANI PROJECT FOUNDATION PURPOSE: The Project is driven by the vision of all who work, live and pass through Kilimani having the experience of community as being vibrantly alive and the responsibility of all.	
JOB PURPOSE: Creatively build awareness and capacity within the community to experience itself as responsible for the quality of life in Kilimani	
REPORTING LINES: Post-holder reports to: Foundation Board through the Chairperson Staff reporting to this post: Communications assistant, Interns, consultants and volunteers Relationships significant for this post: Members, volunteers, sponsors, County and Central Government officers, leaders and staff of businesses, NGOs and embassies in Kilimani	
BUDGET RESPONSIBILITY: Kshs 5,000,000	BUDGET AUTHORITY LEVEL: Kshs 50,000
DIMENSIONS: <ul style="list-style-type: none"> • Drive membership and sponsorship development • Lead and work with significant financial and representational responsibility • Coordination of Foundation projects, relationships and financial resources without variances against the work-plan and budget approved by the Board • Line-manage the Foundation staff • Act as Secretary to the Board, prepare with the Chairperson, agenda, minutes and working documents for the Board 	
KEY RESPONSIBILITIES: <ul style="list-style-type: none"> • Map potential sponsors and members and lead drives for an expanded membership and sponsorship development • Expand and coordinate key relationships especially members, sponsors, donors and friends of the Foundation • Represent the Foundation to leaders in business, government and civic associations • Drive Foundation visibility and responsiveness within the community and nationally • Coordinate staff and volunteers to deliver the work-plan of activities approved by the Board • Procure services and make payments consistent with the budget approved by the Board • Line-manage the communications assistant to coordinate the website, social media and Foundation newsletter • Monitor the progress and implementation of the work plan by producing monthly financial and narrative reports to the Board and Foundation donors • Prepare with the Chairperson, agenda, minutes and working documents for Board meetings in accordance with the schedule of meetings 	
SKILLS AND COMPETENCIES: Essential competencies for this role include: <ul style="list-style-type: none"> • Commitment to the values, aims and objectives of Kilimani Project Foundation; • Relevant education at Bachelors level, preferably in a development-related field; • Demonstrate a minimum of 3 years of relevant working experience in management, representation and networking; • Good communication skills and fluent command of English and Kiswahili both in writing and speaking; • Demonstrable ability to think and work strategically, innovatively and practically to improve programme quality; • Demonstrated use of computer programmes (MS Office); • Well-developed interpersonal and team skills and proven ability to be flexible and sensitive in demanding situations and working across diverse social groups and classes; • Organisational and administrative experience and qualities; • Work well in a team and have outstanding social and intercultural skills. Desirable competencies for this role include: <ul style="list-style-type: none"> • Direct experience working with foundations, good insight into their management systems, and are knowledgeable about the contribution they can make in development and strengthening civil society; • Knowledge of County Government, community organisations and capacity-building; • Experience in raising funds from international donor agencies and the private sector; • Experience of community organising in Kilimani or a similar urban community or neighbourhood; 	

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Date of issue: XXXX

Benefits	
Probation	For service contracts, 3 months
Hours of work	40 hour week. You will be required to work some evenings and weekends
Annual leave	18 exclusive of public holidays for every year worked otherwise calculated as 1.5 days for every month worked after probation
Annual carry forward	Maximum of 5 days
Compassionate leave	Maximum of 3 days in any one year after probation
Maternity leave	Maternity leave paid three months after probation
Paternity/co-parent leave	Two weeks' full pay, two weeks' half pay
Time off in Lieu (TOIL)	Taken within one month
Sabbatical	After five years
Pension	To be determined
Flexible working hours	Yes, subject to operational needs
Healthcare	Payment of NHIF contributions