



EXECUTIVE DIRECTOR JOB DESCRIPTION

JOB PURPOSE

The Executive Director is responsible for the overall leadership and management of operations at Basic Needs Basic Rights Kenya (BNBR). As the head of the BNBR Kenya Secretariat, the Executive Director provides strategic leadership and oversees the implementation of the Organization's vision, mission, and strategic plan.

The position reports to the Board of BNBR Kenya and is accountable for the effective implementation of programs, as well as the mobilization and management of resources. The Executive Director is also the liaison between the Secretariat, the Board, development partners and other external stakeholders.

KEY RESPONSIBILITIES

Strategic Leadership and Governance

- Lead the Organization's Strategic Plan development and review so that the strategy is relevant to national policies, as well as being in line with BNBR Kenya's strategies and priorities
- Implement and develop BNBR Kenya's vision, mission, and principles in line with agreed strategies and organizational priorities.
- Provide conceptual and thought leadership in strategy development and reviews.
- Provide leadership to the Senior Management Team (SMT).
- Establish, develop and maintain excellent working relationships with government, donors, partners, network alliances and civil like-minded organizations.
- Ensure all time compliance of BNBR with the Kenya laws and statutory obligations
- Support the Board of BNBR in the role of Secretary as required by the constitution
- Mobilize and ensure optimal utilization of the Board as a resource, including their networks
- Ensure a pro-active communication strategy is followed with a sound relationship with media and stakeholders to manage the external impact of BNBR Kenya's initiatives.
- Plan, develop and project a corporate image in line with the vision, mission, value and philosophy of BNBR Kenya.

- Encourage research with a view to improving the quality of BNBR Kenya Programmes and Policy development.
- Manage cordial and mutually beneficial relationships between the Board and the BNBR Secretariat.
- Have requisite knowledge of all the legal documents, policies of the organisation to note applicability during Board meetings.
- Regularly communicate with the board chairperson to update the board on strategic management, policy and oversight issues.

Resource Mobilization and Programme Stewardship

- Developing and implementing a viable business development framework to sustain operations.
- Lead the organisation in local and external fundraising and maintenance and expansion of donor portfolio.
- Expand the portfolio of support and secure additional funding for further business development.
- Establish and maintain a strong relationship with donors, corporate sponsors and supporters.
- Ensure that the fundraising mechanisms such as, local and institutional fundraising and proposal development capacity and submission are functioning effectively.
- Lead and direct the work of BNBR Kenya in accordance with sound management practices and development policies and accountability systems.
- Ensure BNBR Kenya has well-balanced, well documented and cost-effective programme.
- Ensure compliance with donor/grant agreements including effective implementation, monitoring, evaluation, learning and reporting.
- Ensure that donor servicing, contract management and compliance is effectively done.
- Ensure that information and submission of reports to donors/funders is flawless.
- Develop and maintain appropriate contingency plans for all kinds of emergencies.

Operations & Finance

- Responsible for the overall finance and non-fiscal resource oversight
- Ensure fidelity in the utilization of the organization's resources, assets, information, data and institutional memory
- Ensure operations, policies and standards are followed and continuously improved.

- Ensure that there is a medium-term sound financial sustainability plan and that it is implemented for the smooth running of the organization.
- Manage the financial resources in compliance with approved policies/ frameworks as well as the national law and donors' regulations.
- Ensure the financial integrity and accountability of BNBR Kenya in accordance with its financial management framework.
- Oversee preparation of budgets and financial plans to ensure the control of expenditures and the disbursement of resources is in accordance with the established procedures.
- Maintain an efficient internal control framework and good practice with regard to the identification and management of risk.

People and Culture Management

- Maintain effective and appropriate staff recruitment, induction, appraisal, remuneration and development practices at all levels to ensure the optimum utilisation and development of BNBR Kenya's human resources.
- Plan and facilitate platforms and sessions with members of the SMT that encourage shared leadership.
- Set and ensure performance targets for Managers and Heads of departments and other relevant staff are achieved.
- Create an enabling environment for innovation and performance excellence for staff.
- Mentor and expand staff to best deliver their roles in the organization and to grow
- Build cohesion with the teams for efficient delivery of BNBR mandates
- Establish a culture of excellence in respect to teams that value continuous learning.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

Academic & Professional Qualifications:

- Degree in business, leadership and management related, or any other relevant fields. Social sciences, development studies is an added advantage
- A master's degree in related fields is an added advantage.

Professional and Technical Experience:

- Ten years of relevant experience, five years of which must be at the senior management level in development work within a non-governmental organization.
- Sound and up to date knowledge of development concepts, methodologies and techniques including demonstrated expertise in at least one specialist development field.

- Experience in leading organisational development and human resource, change and transition processes.
- Experience working with Boards in similar organisations.
- Demonstrable experience in resource mobilization.
- Proven experience in managing complex financial controls and management systems.
- Proficiency in grant management, project management, conflict management and resolution and/or monitoring and evaluation will be an added advantage.
- Demonstrated expertise in strategic and long-term planning, budgeting and the ability to ensure that operational plans and activities meet targets and appropriately reflect longer-term perspectives.
- Proven experience of working and negotiating with government officials and/or donors at all levels.

Values and Behavioural Skills:

- Proven initiative, flexibility and enthusiasm in managing complex programs in a changing environment.
- Strong leadership, management, analytical/problem solving, and management of crisis, conflict and risk skills.
- Strong stakeholder engagements and networking.
- Excellent negotiation and communication skills.
- Ability to embed beneficiary-centered programming and service delivery
- Proven ability to develop the capacities of multi-disciplinary professional teams
- Upholds and champions child protection and safeguarding as core personal values, embedding them across all initiatives and interactions.