

NEW DIRECTOR FOR Inclusive and Affirming Ministries (IAM)

We are seeking to employ a Director to give IAM strategic direction in line with its mission statement and spearhead its role to become one of the leading organizations working with LGBTI and faith communities as well as sexual minorities nationally and internationally.

PERSON SPECIFICATIONS

The incumbent should possess desirable experience and qualities in the following areas:

Leadership and Management

- Professional and strategic leadership capabilities in development and implementation of the organization's vision, mission and overall strategies.
- Give proper and effective direction and leadership, in consultation with the Senior Management Team (SM), towards the achievement of the organization's mission, strategies and annual goals and objectives.
- Ensure increased visibility and influence of IAM with all stakeholders and other constituencies as well as with the general public.
- Work closely with the Board of Trustees to recruit, train, and maintain a strong, balanced Board of Trustees and promote Board of Trustees' engagement in critical thinking, strategic planning, and overall organizational wellness.
- Provide leadership in developing program, organizational and financial plans with the SM, Financial administrator and staff, and carry out plans and policies authorized by the board.
- Manages inclusive annual strategic planning process and ensures planning decisions are used in setting annual program/project goals.
- Ensures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common organizational vision.
- Lead, coach, develop, and retain IAM's high-performance senior management team.
- Ensure effective systems to regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Ensure the maintenance of official records and documents, and ensure compliance with National and Local Government regulations. (NPO and PBO)
- Maintain a working knowledge of significant developments and trends in the field.

Fundraising & Communications

- Ensure that adequate funds are available to permit the organization to carry out its work.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
- Prepare accurate, timely and innovative project proposals and reports
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.

- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Ensure the timely publication of relevant activities of the organization, its programs and goals.

Financial Management

- Develop an annual budget with the SM and FA for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year.
- Authorize purchase orders, vouchers, and payments within parameters set in the financial policy and guidelines.
- Ensure the maintenance of an inventory of IAM property and protect all such property.
- Be responsible for developing and maintaining sound financial practices.
- Administer contracts as approved by the Board.

Human Resources Management

- The Director is authorized to transact all personnel actions subject to the Personnel Policies and Procedures (Personnel Manual), and to report such actions as necessary to the Board.
- Develops and implements with SM and staff appropriate human resource policies and procedures, including training, career development, succession planning, and performance management for all staff.
- Ensure that an effective management team, with appropriate provision for succession, is in place;
- Ensure that job descriptions are developed and ensuring that performance evaluations of all staff are completed according to the Personnel Manual.
- Annual review and update of Personnel Manual for Board consideration.
- Maintain a climate, which attracts, keeps, and motivates a diverse staff of top quality people.

Reporting

The Director is responsible for all reports required by Board of TRUSTEES and funding organizations. Such reports include, but are not limited to, the following:

- EC Summary reports and with FA Financial ledger report
- Bi-Annual Activities progress and in collaboration with FA financial (Financial statement) report to Board (In such a format that that it is compatible with Donor and Staff reports)
- Annual Directors' Report with emphasis on Results and outcomes, And Annual Financial Statement with variances explained. (In such a format that that it is compatible with Donor and Staff reports)
- Minutes of all staff and Board meetings
- Ensure monitoring systems are maintained and that project reviews and evaluations are carried out and reported as planned.
- Represent IAM to the donors, NGOs, networks and other parties as necessary.
- Prepare accurate, timely and innovative project proposals and reports

PROFESSIONAL QUALIFICATIONS

Academic Qualification

A Bachelor degree in Theology is highly preferred but other qualifications will be considered

Experience

- At least four years of experience in project management or leadership position.
- Experience in fundraising and resource mobilization and donor reporting.
- Knowledge and experience in working with the LGBTI and faith communities and individuals
- Experience working with and developing an effective Executive Committee and Board of Trustees.
- Knowledge of organizational management and experience in conducting and/or facilitating conferences, workshops and trainings

Competencies

- Efficient computer skills, report writing and budgeting experience
- Excellent verbal and written communication skills and good interpersonal and multidisciplinary project skills.
- Ability to network with diverse organizations and interfaith leadership and communities
- Confident in promoting partnerships with donor agencies, including the understanding of how to source, approach and present to donors and the ability to foster mutual partnerships

Personal Qualities

- A proud and out member of the LGBTI group would be preferable
- Significant and proven leadership skills developed in senior management positions;
- Visionary, trustworthy, diplomatic, understanding and innovative with high energy level.
- Passion for the mission of IAM and working with and for sexual minorities within faith communities
- Foster a healthy organizational culture, to encourage teamwork and collaboration; strong interpersonal skills that include the ability to inspire and motivate; effective at conflict management.
- Unwavering commitment to quality programs;
- The ability to adapt to different and diverse contexts and to stay “cool” under pressure of gay-bashing and in conflict management

APPLICATION PROCEDURE

Applicants must submit a cover letter, explaining why they are suitable for the role, and an up to date CV of no more than 5 pages (incl. a recent photograph).

Applicants must indicate for which position(s) they are applying. If for more than one, it should be stated

The application should be sent to pieter-fanie@iafrica.com Applications close by the end of business on 28th February 2017. Only shortlisted candidates will be contacted. The interview process of those shortlisted will happen on 22nd and 23rd March. The successful candidate must be able to start on the 1st of June 2017.

Conditions:

1. A Probation Period Contract of 6 months will apply, where after the position will become permanent.
2. We use a salary scale. The Gross annual salary starting from R500,000, depending on years of experience in a management / director role. (This includes a thirteenth cheque)
3. Kilometers driven are reimbursed at R3.00 per km and a fixed telephone allowance.
4. An attractive leave package.
5. **Location:** The candidate must reside in the Cape Town Metropole