

About Stay Foundation and Kwigira Stay Alliance Rwanda.

Stay Foundation is a foundation that supports Rwandan Social Entrepreneurs and Founders of NGOs, CBOs and other socially oriented organization in forming the "Kwigira Stay Alliance Rwanda". Kwigira is an umbrella Organizations of currently 21 local Social Entrepreneurs and NGOs whose overall objective is to overcome extreme poverty. The umbrella and its members work in communities in the thematic areas of Income generation, Health and Education.

Kwigira will focus on strengthening these experienced leaders through providing a platform for exchange and advocacy, and especially through developing income generating strategies and programmes in entrepreneurial way to ensure sustainable impact for the beneficiaries. Stay Foundation currently supports Kwigira in the process of registration in Rwanda and is now looking for an Executive Director for Kwigira.

More information about Kwigira and Stay Foundation can be found on the Stay Alliance Website: <https://stay-alliance.org/kwigira-stay-alliance-rwanda/>

JOB DETAILS

Position: Executive Director

Duty Station: Kigali, Rwanda

Core Competencies.

1) Results oriented management of a membership based umbrella organisation

The applicant should have proven experience in leading and managing (mediating) in a context of various stakeholders, strategize, prioritize and produce outstanding results (together with his/her team).

2) Apply and convey entrepreneurial thinking and methods to the poverty alleviation and NGO context

The applicant must be well versed in both "worlds" and be able to produce synergies not only conceptually but also in the Kwigira member's understanding and implementation of programs. This includes the ability of developing high level business plans, market research, design of services etc.

3) Excellent intercultural communication skills

The applicant must through his/her way of communication motivate, activate and coordinate the umbrella members. He/she must be quick and reliable communicator who understands both the German and Rwandan stakeholder's way of communicating and thinking and is able to mediate between the two.

Responsibilities.

See below a list of the main responsibilities of the role. Please note that this may not be an exhaustive list and the successful candidate may also be expected to take on additional responsibilities within the overall scope of the role.

Vision & Leadership

- Inspire and motivate Kwigira staff to engage with and deliver on Kwigira's mission.
- Develop, communicate and assess priorities in light of a rapidly changing external landscape.
- Strengthen the Kwigira membership, its reputation and credibility, seeking long term benefits to Kwigira members
- Manage key relationships with Kwigira member organizations, encourage open dialogue and actively foster collaboration between Kwigira members
- Identify and engage key stakeholders (including governments, business leaders and global NGOs) and foster partnerships to pursue Kwigira's mission related objectives.
- Represent interests of Kwigira membership both national and international level.
- Enhance Kwigira's profile by speaking publicly at relevant events.

Governance

- Cultivate a strong and transparent working relationship with the Board, General Assembly and country coordination office to support their respective important governance role.
- Report to Board on organizational performance against Kwigira's strategic objectives, annual workplans and budget based on targets and indicators.
- Formulation of effective policies and their implementation
- In liaison with Administration, human resource & Finance committee to ensure preparation and regular review of annual budgets.

Financial Model/Strategy.

- Develop and standardize self-financing and scalable poverty alleviation programs in cooperation with members.
- Develop business models, lead market research, consulting, logistics and marketing.
- In partnership with programs and services committee initiate, develop and implement a fundraising strategy to mobilize resources for the umbrella.

Organizational Management

- Ensure programmatic excellence, rigorous programme evaluation, and consistent quality of finance and administration, fundraising, communications and systems.
- Define organizational work plans and priorities in order to effectively achieve Kwigira's mission.
- Engage, develop and empower staff in order to enable high performing teams and individual learning.
- Ensure that staff, systems and other resources are aligned to deliver high impact outcomes and operational efficiencies.
- Foster an enabling environment to encourage continuous learning and growth.
- Support conceptualization, fundraising and launch of new programmatic activities.
- Ensure supervision, effective program delivery and achievement of set targets and deliverables.

Communication

- Swift and reliable communicator in a multi-stakeholder setting, ensuring all relevant parties' understanding of key items is synchronized. This includes a strong element of intercultural communication.
- Excellent public speaking abilities and experience in dealing with high level individuals (e.g. donors or government or corporate representatives) on a one to one basis.

Essential Attributes, skills and experience

- Passion for poverty alleviation and social entrepreneurship
- Proven experience in dealing with education, health and income generating programs.
- Accomplished leader with substantial experience in developing and managing high performing teams
- Proven experience of developing and delivering strategy and communicating clearly about organizational priorities
- Demonstrable experience building networks and relationships with a wide range of actors in diverse countries, including governments, businesses and Civil Society Organizations (CSOs).
- Strong collaborative decision making ability and inclusive approach.
- Comfortable and ready to travel widely both national and international commitments.

Desirable

- Professional qualifications and experience in leadership and strategic planning.
- In depth knowledge on the operation of umbrella/alliances.
- Previous experience in a senior leadership role in an organization with similar or relevant structure or role as Kwigira.
- Proven experience with managing membership based initiatives and membership representation in both national and international forums.
- Experience with service provision and developing revenue generating activities.
- Experience with fundraising from international donors and foundations and mixed income models for NGOs.

Qualifications, Skills and Experience:

- The prospective Executive Director employee should hold a Bachelor's degree in bachelor in business administration or development studies or any other related course from a recognized university/institution. MA Degree, preferably in economics, management courses (or development studies, international relations, entrepreneurship)
- A minimum of 5 years leadership experience in private enterprises, particularly in the field of agribusiness.
- Fluent in Kinyarwanda, English, French and Swahili is an advantage
- Experience in acceleration of business start-ups.
- Should be ready for a long-term contract. Temporarily contract with Stay Foundation and after registration with Kwigira

How to Apply:

All suitably qualified and interested candidates are encouraged to send a motivation letter, curriculum vitae, copies of notified academic documents ALL in one document on email; application.kwigira@stay-alliance-rwanda.org not later than **28th of February 2021 at 6:00pm**. Interviews will take place in Kigali at Kwigira office at Kucyamsing, Airport road, Mushumbamwiza, Nyarugunga sector, Kicukiro District and online.