

JOB DESCRIPTION FOR PROJECT DIRECTOR OF UPENDO ORPHANS SUPPORT PROJECT

Position: Project Director. Full-time.

Place of work: Upendo Orphans Support Project Office in Kilifi Town.

Introduction and Purpose

Upendo is a dynamic, growing Community Based Organization (CBO) which currently provides 56 orphaned children with food, education and healthcare in Kilifi Town, Kenya. We are seeking an innovative, active, and effective self-driven Project Director to raise Upendo to the next level. The Project Director will have overall strategic and operational responsibility for Upendo's staff, programs and operations in line with its mission and objectives.

About Upendo

Upendo Orphans Support Project was founded in 2002 and works in Kilifi, one of the poorest counties in Kenya with one of the highest rates of illiteracy and unemployment. Upendo supports a small proportion of Kilifi's orphaned population and there are many more on our waiting list. Children are selected on the basis of direst need. The Upendo Methodist Women's Group, who are the founder members of the Project, know the local population well and work closely with the orphans' guardians, thus providing grassroots strength to the project. Orphans are given three meals a day, are educated at Upendo Nursery and Primary schools, and supported through secondary school or a practical course according to ability.

Upendo's main objective is to assist orphaned children to access education and health and to grow up as independent and confident young people with the skills to take up meaningful employment or enterprise.

The Project is managed by the Director under the supervision of an active Management Board and with the support of an Assistant Project Director, consultant accountant and several support staff.

Upendo works with overseas partners to raise funds for its activities.

Objective of the Job

The Project Director of Upendo will have overall strategic and operational responsibility for the organisation that is consistent with its mission and objectives. The role is exciting and diverse, entailing a breadth of skills that include management of its multiple programs, development and expansion, fundraising, personnel, operations and financial management, and external relationship management, primarily with funders, the media, the government and organizational partners.

Key Roles and Responsibilities

The position holder will ensure on-going programmatic excellence including rigorous programme evaluation, consistent quality of finance and administration, fundraising, communications, systems and recommendation of resources and timelines needed to achieve the Project's strategic goals.

- Actively engage and energize Upendo non-profit volunteers, Board Members, event committees,

alumni, partnering organizations and funders.

- Develop, maintain, and support a strong Management Board, serve as *ex officio* member of each committee, and seek and build board involvement with strategic direction across the various project activities.
- Lead, coach, develop, and retain the Upendo administration team.
- Ensure effective systems are in place to track regularly evaluate program components so as to measure successes that can be effectively communicated to the Management Board, funders and other constituents.

Fundraising and Communications

- Expand local and overseas revenue generating and fundraising activities to support existing program operations.
- Deepen and refine all aspects of communications

Planning and Development

- Design and implement a strategic plan.
- Establish, maintain and develop relationships with funders and other stakeholders.

Qualifications - Essential

The Project Director will be thoroughly committed to Upendo's overall goals. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications will include:

- A Bachelors Degree (Upper Second or First) in Social Sciences, Business Administration or any other relevant field from a recognized University.
- Demonstrated ability for management of finances.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Leadership qualities.
- Excellent written and verbal communication skills and able to meet strict set deadlines.
- Strong IT skills.
- A passion for Universal Child Rights.
- Good understanding of accounting principles, with the ability to confidently interpret financial data and use it to manage day to day activities and inform decision-making in the short, medium and long term.
- A well developed sense of responsibility and ability to work independently.
- Good sense of organization and attention to detail.
- Three years management experience.
- High degree of flexibility.
- Excellent interpersonal skills and ability to work well in a team.

Applications including a detailed CV, current and expected salary, the names and addresses of three professional referees who have known the applicant for at least three years and copies of educational and professional certificates should be forwarded to The Project Director, Upendo Orphans Support Project, on the email address uorspk@gmail.com. Closing **Date is 16th August, 2016**. Only emailed applications will be considered. Only short-listed candidates will be contacted.