



**POSITION:** Managing Director (not for profit)

**REPORTING TO:** Board

**REMUNERATION:** Negotiable

**LOCATION:** Cape Town, South Africa

**START DATE:** ASAP



### **Background**

Life Choices is a Cape Town-based NPO holistically working with young people. We are a youthful team, passionate about our work and people in general. We like to challenge ourselves and keep innovating. This is a great opportunity for a talented and driven individual to become part of a 'Bold Movement Investing in Youth to Tackle Inequality.'

Our model is guided by a simple principal: humans have unlimited potential, and they have the power within them to find solutions for the deep-seated problems within society and that is why we've chosen to implement these four key programmes:

- Health4Life
- Family Affairs
- Leader's Quest
- Life Choices Coding Academy

### **Role Purpose**

The Managing Director for the Not for Profit will be the legal representative and decision-maker together with the MD for Profit, along with the Board. In a collaborative approach, the MDs are responsible for inspiring overall business strategy, including setting goals, outcomes and deliverables and mitigating risk related to operations, human resource management, programs, strategic initiatives, fundraising and communications.

Of particular importance is the MDs role in ensuring that the organisation becomes and remains financially solvent in its programmatic and fundraising activities, as determined by revenue and expense, budget planning and management. It will be the MDs role to guide strategy into implementation by supporting the development of programs that allow goals to be achieved and attract interest from funders. It is also the responsibility of the MDs to encourage and guide the team to achieve those goals.

### **Person Profile:**

We are looking for someone who understands the inequalities and adversities that youth face in upskilling themselves and in finding employment; a driven individual who sees the value in creating opportunities for a sustainable future.

## **Responsibilities:**

### **Strategic Leadership**

- To defend, develop and nurture the vision of the organisation, taking into cognizance the input of the Board, staff, beneficiaries and other external stakeholders.
- To collaborate with the Board, other MD and stakeholders to design the organisation's strategic goals in alignment with Life Choice's theory of change.
- To display a desire to model servant leadership qualities, as expressed in our ethos and code of conduct.
- To ensure that the organisation has the resources and systems needed (people, facilities, training and equipment) to successfully achieve the vision cost-effectively.
- To develop and maintain a risk management culture in the organisation.
- Identify and evaluate risks to the organisation's people (beneficiaries, staff, management, volunteers), property, finances, goodwill and image and implement measures to ensure safety and accountability while enhancing freedom in the workplace.

### **Management and Administration**

- To ensure effective reporting of issues, opportunities, priorities and milestones to the Board/Internal Committee and major stakeholders including timely updates, written reports for Board meetings, financial and monitoring reports as required by stakeholders.
- To lead staff through a collaborative management approach that leverages their skills, experience and perspectives and develops their leadership skills.
- To demonstrate a passion for cross-cultural diversity and integrity.
- Ensure annual budget provisions for proper staff development therefore investing in staff skills and competency to ensure maximum release of human potential.
- To hire, reward, discipline, terminate and set job descriptions and appropriate remuneration of all NPO employees except for themselves, following the policy and approved budgets in collaboration with appropriate managers.
- To manage resources including attracting, hiring and retaining staff. Manage and coach managers and ensure that staff are ambassadors, committed and accountable.
- To maintain and institute key processes and structures (e.g. HR systems, operations, financial processes, legal processes) that contribute to an efficient and effective organisation that upholds good governance and ethical practices.
- To establish a positive, healthy and safe working environment following all appropriate legislation and regulations.
- To build organisation resilience to challenges and encourage leadership growth within staff and volunteers by keeping abreast of the latest industry trends and best practices.
- To constantly review programmes to ensure that they are relevant and meet beneficiary needs and they are implemented at a high standard and produce long-term impact.
- To design new programmes based on the change in landscape/climate in collaboration with the team.
- To oversee the M&E team and revise M&E systems/methodologies/frameworks annually.

### **Finance and Fundraising**

- To oversee the preparation of the annual budget, including programme funding allocations, in time for funder deadlines.
- To ensure that operating results established in the budget are achieved and maintain control of the operating expenses within budget.
- To prepare budgets for donors and signs off on contracts as well as prepare donor reports and send them off timeously.
- Oversee the financial department and quality check external financial reports. Monitor the budget and ensure good controls are in place.
- To ensure the organisation's financial compliance and all financial legal matters are fulfilled (e.g. SARS, VAT, NPO directory, donors requirements, external audits).
- To establish and manage the fundraising team and develop a strategy for annual targets.
- To produce funding applications for submission to government, non-governmental organisations, corporate CSI departments and foundations to increase funding.
- To build contingency reserve fund of at least 3-6 months operating expenses to protect against funding fluctuations or declines.
- Occasional domestic or international travel for fundraising or meeting with organisational partners.

### **Public Relations and Partnerships**

- To build relationships and communications links with traditional authorities and government, raising awareness of Life Choices programmes and values.
- To publicly promote and share the organisation's vision and mission through networking events. Become a key-not speaker at industry conference events.
- To write thought leadership pieces and articles on pertinent issues and how Life Choices can assist.
- To maintain relationships and communication with funding partners and key individual donors by representing Life Choices and internationally building a vibrant network of strategic relationships. Organise and host site visits for funders and donors.
- To develop and oversee production of promotional resources such as newsletters, websites, brochures, videos, social media.
- To contact media (newspaper, radio, TV, web, etc.) as relevant opportunities arise for coverage of Life Choices programmes and events. Manage media queries and actively look for media coverage opportunities.

### **Required Qualifications and Experience:**

- A postgraduate degree will be advantageous
- Minimum of 5 years' experience in working in an NPO, NGO or similar business models
- Strong understanding of general management, managing programmes, operations, finance, monitoring and evaluation, fundraising and HR with a proven track record and outstanding performance

- Demonstrated ethical leadership, experience working with regulated environments and experience leading organisational change
- Experience in partnership development, stakeholder engagement and board management
- Experience with strategic program design and planning

#### **Required Competencies/Skills:**

- Action orientated visionary with high level of integrity
- Highly organised and self-motivated, with the ability to prioritise effectively
- Able to communicate effectively and work in a team-based environment, with various stakeholders, including board members, co-workers, beneficiaries, funders and external parties
- An approachable individual with proven ability to lead collaboratively, coordinate and facilitate multiple teams and projects
- Ability to build and maintain strong teams, using high emotional intelligence to continually strengthen relationships and create a positive atmosphere
- Willingness to be flexible and adaptable by purposefully adapting actions to different individuals
- Fluency in English is required, with the ability to write and present essential information
- Strong negotiation skills - reaching an agreement in situations in which people have a common objective but different interests
- Motivating, stimulating staff members to display desirable behaviour or perform desired activities

#### **HOW TO APPLY**

Interested applicants should submit the following by e-mail to [athena@ngorecruit.com](mailto:athena@ngorecruit.com) quoting reference number **NLC001**:

- A CV (in Word or PDF format) of not more than 2 A4 pages
- A 1-page cover letter outlining how your skills and experience align with Life Choices' vision and mission

Application Deadline: 08 November 2021.

Interested applicants are encouraged to apply **ASAP**. Only shortlisted candidates will be contacted.

For more information about Life Choices, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).