



POSITION: Executive Director
REPORTING TO: The Learning Trust (TLT) Board Chair
REMUNERATION: Competitive
LOCATION: Johannesburg, South Africa
START DATE: ASAP



Background

[The Learning Trust \(TLT\)](#) supports the After School sector in South Africa by developing quality practitioners and building sustainable organisations. Since its inception in 2010, TLT has supported the development of over 200 emerging community-based organizations. Our well-directed financial support, technical training, mentoring, and coaching in a variety of organisational development areas, significantly accelerate our partners' growth towards accountability and sustainability. To build the sector, TLT has convened a Catch-up Coalition of partners that delivers multiple collaborative projects to collectively address learning backlogs.

About the Role

TLT seeks to appoint an **Executive Director** to lead the development and delivery of TLT's strategic objectives and oversees operational deliverables for two pillars of the organisation (Programmes and Special Projects).

Key Responsibilities & Deliverables:

1) Strategy Development and Vision Leadership:

Lead the successful development, design, and delivery of a long-, medium- and short-term strategy.

- Develop, refine and lead a strategy that defines TLT's role in education and funding ecosystems.
- Lead the executive team to steward TLT's programmes, and operations, ensuring integration.
- Foster and grow the grantee base, provincial mandate and national footprint.
- Lead the development and execution of TLT's sector-building strategy.
- Identify and lead strategic opportunities for expansion through partnerships.

KPI:

- Coherent and aspirational strategic objectives and operational plans.
- Achievement of top line annual goals as approved by the Board.

2) Fundraising, Business Development and Donor Relations:

Enthusiastically lead TLT's fundraising efforts and relationship management with all donors.

- Cultivate a pipeline of institutional donors and solicit substantial gifts.
- Research and develop funding applications in partnership with team members.
- Actively build relationships and networks to ensure business development.

- Provide timeous, relevant and personal updates to all donors, locally and abroad.
- Progress re-granting and service provision opportunities to benefit TLT and the sector.
- Attend networking events and interact with prospective funding partners.
- Provide support to donor re-granting partners on their grantee portfolios as requested.

KPI:

- Percentage increase in year-on-year funding and distributed grants.
- Number of prospective and retained donor partners.

3) Grant-making and Organisational Development:

Support the Executive team to design and deliver on grant-making & OD targets.

- Oversee and ensure the relevance of all grant decisions.
- Support the cultivation of a continuous pipeline of outstanding grantees.
- Ensure quality professional development to grantees and the after-school community.
- Oversee the delivery of Communities of Practice and active engagement of alumni.

KPI:

- Regularity of capacity support and quality of professional development endeavours.
- Number of successfully graduated grantees and alumni engagement.

4) Strategic Partnerships:

Take overall responsibility for the government and funding relationships to propel sector growth.

- Link the growing pool of grantees with further funding and partnership opportunities.
- Develop partnerships relative to strategic opportunities and internal resources.
- Drive the strategy and growth of special projects associated with the Catch-up Coalition.
- Ensure the close management and accurate reporting on government funding.

KPI:

- Up to date and active Collaboration Agreements and Partner MoUs.
- Robust Catch-up Coalition strategy and contextually responsive projects.

5) Communications and Advocacy:

Co-develop and lead a strong communications and advocacy strategy to mainstream after-school, and to bring more public and private resources into the sector.

- Serve as the primary external spokesperson for TLT.
- an authentic and progressive voice, representing TLT in the media, civil society and to a broad range of stakeholders including grantee partners, donors, and government.
- Commission and oversee research and share this with the sector and externally.
- Ensure the development of grantee case studies to make the case for after-school.
- Oversee and ensure that the tone of the organisation is reflected in all communications.

KPI:

- Annual Report and Case studies of grantees.
- Quality public relations, research reports and social media engagements.

6) Financial Management and Controls:

Ensure the overall integrity of financial systems and adherence to policies and procedures.

- Track and manage all financial transactions and approve monthly spending.
- Develop budgets, oversee cash flow projections and drafting of management accounts.

- Commission, oversee and ensure the integrity of the annual audit.
- Assume signatory responsibilities on all TLT's bank accounts.
- Ensure the maintenance of 6-12 month financial reserve.

KPI:

- Quarterly management accounts and clean annual audits.
- Annual and 3-year budget forecasts.
- Sound financial systems for accounting and reporting.
- Healthy financial reserves.

7) Organisational Culture, People Management and Team Strengthening:

Lead consistent enculturation, staff development and team cohesion.

- Develop and embed performance management and encourage staff development.
- Endorse and oversee the appointment and induction of all staff.
- Coach staff towards progression in their roles and ensure productivity gains for TLT.
- Prioritise professional development and mentoring for the next generation of leaders.

KPI:

- Ongoing performance management developed and executed.
- Designated recruits inducted, engaged and reasonably retained.
- Degree of team cohesion and productivity.

8) Governance and Organisational Development:

Develop and maintain an effective, healthy, and values-aligned organisation that practices and lives TLT's values in everything it does.

- Lead all interactions with TLT Board members and committees.
- Report to the Board and ensure adherence to relevant statutory requirements.
- Support the Board and Chair in identifying and onboarding new members.
- Ensure smooth, coordinated and productive Board engagements and periodic training.
- Work closely with the Chair on all major decisions.
- Ensure organisational structure supports the development of programmes and projects.
- Refine and implement policies and procedures that reflect TLT's values.

KPI:

- Successful Board meetings with tracked work plans and resolutions.
- Quality of Board reports.

Key Attributes

- Interest in and close alignment with TLT's vision and values.
- Strategic outlook and alignment.
- Excellent verbal, written and interpersonal skills.
- Commitment to lifelong learning.
- Confident, proactive, organised, performance-driven and results orientated.
- A drive to mentor, coach, and support others.
- Cultural and social skills needed to work with the team and after-school community.
- High degree of humility and emotional intelligence.
- Resilience to hold the emotions and experiences of staff and partners.
- Ability to voice oneself in an authentic and respectful way.
- Collaborative approach to working and leveraging team strengths.
- Sense of integrity and accountability.
- Sales mindset, enthusiasm and passion for fundraising and business development.
- Interpersonal ease and likeability for building and sustaining solid relationships.

- Tolerate ambiguity, uncertainty and change in a rapidly growing organisation and world.

Requirements and Essential Competencies:

- Masters Degree is desired.
- Good knowledge of education and community development.
- Nuanced understanding of the funding landscape, including current trends and donors.
- Senior experience with building and growing a strong organisational culture.
- Experience raising and managing an organisational budget of at least R10 million.
- Executive leadership experience, particularly in non-profit organisations.
- Proven success in building effective teams & scaling operations of a growing entity.
- Prior experience working with and reporting to a non-profit board.
- Demonstrated experience leading the creation and implementation of strategic plans.
- Strong communication skills, including the ability to effectively convey TLT's work and vision in accessible ways and to engage individuals and large groups.
- Experience managing remote teams.
- Fluency in English, and at least one other South African language.

How to apply

Interested applicants should submit the following by e-mail to thereza@ngorecruit.com quoting reference number: **NLT021**

- A CV in Word or PDF format (please include 3 references).
- A 1-page cover letter outlining how your skills and experience align with The Learning Trust (TLT)'s mission and the unique qualities you will bring to this role.

Application Deadline: **16 April 2024**

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about The Learning Trust (TLT), visit their [website](#), [Twitter](#) and [LinkedIn](#) account.