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| Position Title: | Assistant Director |
| Broad Band: | Management-Level |
| Reports to: | Executive Director |
| Purpose of position: | This role is responsible for ensuring organizational effectiveness through the smooth internal operations of the agency and managing the agency's internal and external communications and ensuring good communications throughout the organization and with external audiences. |

Key Performance Areas

1. **Operations Planning and Management**
 - Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
 - Draft policies for the approval of the Executive Director and the Board.
 - Oversee the planning, implementation and evaluation of the organization's programs and services.
 - Monitor the day-to-day delivery of programs to maintain and improve quality.
2. **Grant and Fundraising**
 - Generating grants for the organization.
 - Develop diverse funding streams and long-term plans to best support the mission and goals of the organization.
 - Cultivate relationships with Donors.
 - Supervise reporting to funding sources on the status of projects and the appropriation and use of funds.
 - Recommend policies and procedures to support the grant development program.
 - Oversee fundraising efforts including sponsorship, donor cultivation, solicitation and stewardship, grants, special events, etc.
3. **Policy & Advocacy**
 - Lead and support EiE's policy and advocacy including coordinating Nigeria-based efforts, developing strategy, identifying policy objectives and key advocacy and lobbying opportunities.
 - Lead on policy & advocacy work around governance, including managing relationships with relevant external bodies and groups.
 - Ensure access for EiE to relevant high-level meetings, gatherings, representing EiE at these meetings and deputising for senior management as required.
 - Provide leadership on advocacy strategies and support on key priority areas for EiE as required.
4. **HR Management**
 - Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review.
- Coach and mentor staff as appropriate to improve performance.

5. Communications

- Strengthen and manage all aspects of internal and external agency communications.
- Generate and publish annual reports and other external communications.
- Manage regular organizational performance dashboard compilation and publication.
- Work with programs unit to generate grant proposals and timely grant reports.

6. Monitoring, Reporting and Evaluation

- Responsible for carrying out internal assessment of the status and direction of programs, documenting the key achievements, challenge, impact and current situation and recommendation will be used to improve on security, planning and implementation.
- To prepare monthly, quarterly, and annual reports highlighting objectives and achievements of each unit.
- Continuously monitor the success rate of programs/projects activities against the plans, executions and engagement.
- Provide overall team leadership to EiE staff in the implementation of their duties.

Minimum Requirements:

- Bachelor's degree required; Masters in a related field
- 5 or more years of progressive management experience in a voluntary sector
- Fundraising experience securing major donations

Personality Profile: Proactive, critical thinker, amiable and an influencer