



Save My Future (SAMFU) Foundation
ELWA Community, Robertsfield Highway
Paynesville, Liberia

VACANCY ANNOUNCEMENT

Position Title	Executive Director
Reporting To	Board of Directors
Duty Station	Monrovia (with travels to leeward counties)
Employment Status	Permanent Employment depending on qualification

About the Save My Future Foundation

SAMFU Foundation is a local not for profit non-governmental conservation and development organization founded in 1987 by a Liberian Catholic Priest and two young conservationists. SAMFU is legally registered under the laws governing not-for-profit non-governmental organization of Liberia.

Our vision is to play a major role in the sustainable management of Liberia's natural resources and the environment through working with strong networks to ensure transparency, accountability, rule of law and benefits-sharing especially with local communities affected by resource extraction. We promote partnership with environmental organizations, the Liberian government and local natural resource rich communities to ensure sustainable management of Liberia's natural resources for the benefit of all Liberians. We also monitor the activities of multinational companies in Liberia to ensure compliance with Liberian laws and policies mainly in the areas of environmental care, protection, and respect for the rights of employees and other workers.

We are committed to promoting peaceful co-existence amongst Liberians of different ethnic and cultural backgrounds and values through conflict prevention and transformation. We educate target communities on natural resources laws/policies, research methodology, advocacy skills and support them to actively participate in natural resource decision-making, monitoring and governance processes particularly in the agricultural and forestry sectors.

SAMFU is led by an Executive Director, supported by Program Managers, Finance Manager, and a Monitoring, Evaluation and Learning (MEL) Coordinator. Under his/her leadership, the Program Managers, Finance Manager, and MEL Coordinator harmonize their efforts to effectively implement Annual Plans approved by the Board of Directors and carry out the day-to-day operations of the organization.

Profile of the Executive Director

SAMFU's Board of Directors is seeking to hire an Executive Director who will effectively coordinate its organizational management and program delivery. We are looking for someone who shares our vision for Liberia and is willing and ready to vigorously pursue them with innovation and a determination to ensure that our visions and mission are achieved in spite of changing context and emerging challenges.

To effectively serve as Executive Director of SAMFU requires a personal commitment to supporting our efforts to promote good governance of Liberia's natural resource sector and working for inclusive and equitable development. At the same time, we are looking for someone who is honest, organized, efficient, flexible, and one who can work effectively within a team with different cultural beliefs. A key part of the Executive Director is to vigorously raise funds to support the organization's vision.

The successful candidate must have considerable management skills and experiences in the administration of national and/or international development sector. She/ he should be able to take initiatives, be a good planner, executor, and manager of both human and material resources in a challenging environment. She/he must be assertive, supportive, and gender sensitive in programming activities.

The Functions of the Executive Director

The Executive Director has three primary functions: (1) to manage the affairs of the organization, including finance, administration and general operation; (2) to coordinate program delivery in an effective and efficient manner; and (3) to raise funds to support the organization's vision.

Financial, Administration and Operation

The Executive Director will oversee organizational management, including financial management, administration and logistics and ensure that the day-to-day activities of SAMFU are carried out effectively and efficiently. She/ he will supervise the Finance Manager who is responsible for managing the administrative, finance and support staff of the organization. Specific financial, administration and operational duties include ensuring that: 1. Robust human resource management systems, procurement systems and finance systems that ensure SAMFU vision, mission, objectives and goals are met in efficient and effective way, are in place at all levels of the organization; 2. The human resource management systems, procurement systems and financial management systems are adequate and ensure donor compliant operations; 3. Satisfactory program and project specific financial reports are prepared and submitted to donors and funders in a timely manner; 4. Annual financial statements and organizational audits are prepared and published for the benefit of stakeholders and the public in a timely manner; 5. Annual program and organizational budgets are prepared and submitted to the Board of Directors for review and approval (5) fundraising.

Program Development and Delivery

The Executive Director will coordinate, support and supervise Program Managers, Finance Manager, Monitoring Evaluation and Learning (MEL) Coordinator, Administrator and other support staff to develop and effectively implement programs. She/ he will support the Program Managers to evaluate and improve monitoring tools and use same to carry out regular monitoring and evaluation of our programs and/or projects and incorporate lessons learned to improve overall program delivery, evaluation, etc. The specific program related responsibilities include ensuring that:

1. Annual program and project plans, and related work plans, are developed and presented to the Board of Directors for review and approval at the end of each calendar year;
2. Program Managers are effectively coordinating implementation of the approved annual plans, effectively documenting their activities, and reporting to donors in a timely manner;
3. The MEL Coordinator is implementing the MEL system, including effectively monitoring and documenting program delivery with focus on tracking achievements and results;
4. Quarterly program meetings, mid-year review meetings or retreats, and annual planning meetings or retreats are properly organized, facilitated and documented;
5. Program Coordinators prepare narrative updates and reports and present them during quarterly meetings, mid-year review meetings, and annual planning meetings;
6. Annual narrative reports are prepared and published for the benefit of stakeholders and the public in a timely manner; and
7. Prepare annual organizational report covering activities, achievements and challenges of the organization for the Liberia audience including communities we work with and donor partners

Fundraising Duties

The Executive Director will lead, coordinate and support mobilizations of resources to implement SAMFU's Strategic Plan and, ensure financial health and sustainability of the organization. Specifically, the Executive Director will: 1. Coordinate fundraising for the implementation of annual program and project plans; 2. Mobilize resources for institutional development, including human resource capacity development, infrastructure and logistics; and 3. Establish and build a reserve for organization financial sustainability.

Qualification, Experience and Skills

A Master's Degree with minimum of 5 years' work experience in a social science with emphasis on organizational development, training in financial management or similar disciplines is preferred. Applicants with a business management degree, experience in development of funding strategies and grant writing are encouraged. Candidates with a Bachelor's Degree and long-term experience in similar senior level positions in development organizations, a proven track record in facilitation and organizational development work, and a minimum of 5 years relevant work experience, will be duly considered.

Reporting Duties

Working with designated staff, the Executive Director will deliver the following reports:

1. Program, project specific or grant reports to relevant donors; 2. Consolidated mid-year organizational narrative and financial reports; and 3. Annual organizational financial and narrative reports to stakeholders and the Board of Directors.

Remunerations will be discussed as part of the interview process.

Application Procedures

Interested persons should submit one-page motivational letter (NOT AN APPLICATION LETTER) and up-to date CV to samfu1987@gmail.com/info@samfufoundation.org no later than Thursday, December 30, 2020 with email subject line "SAMFU EXECUTIVE DIRECTOR".