

## **Sector: Nonprofit/Community/Social Services and Development**

### **Organization**

Human Development Foundation (HDF) is a not-for-profit organization registered under section 42 of the Companies Act 2017. Over the last 24 years, HDF has positively impacted 3.4 million communities in over 7,000 villages through footprints in about 55 Districts of Pakistan – from AJK to Tharparkar. Education & Literacy, Primary Healthcare, Livelihood & Food Security, and Sustainable Environment are key pillars and focused programs, which are based on a solid foundation of Social Capital Development.

### **Job Description:**

Responsible for the overall strategic leadership and management of the foundation. This includes managing partnerships, leading and directing the office team to manage and deliver high-quality and cost-effective programs, advocacy with line agencies, donors, and government. To represent the organization and network with a wide range of stakeholders/donors/partners to promote, help and achieve the vision, mission and objectives of the organization.

### **Role & Responsibilities**

#### **1. Strategic Leadership and Representation**

- Develop and lead strategic plans for implementation to deliver programs that have a sustainable impact on beneficiaries and raise credibility as an effective development foundation.
- Responsible for implementation of the programs inlined with the vision, mission, and objectives of HDF.
- Build strong relationships strategically by networking with Government development partners and the private sector.
- Responsible for developing a high-performing team.
- Manage the transformation and efficiency of systems and operations.
- Establish trusted relationships with all donors and partners.
- Management and advisory support to the board of directors.

#### **3. Team/Staff Management**

- Experience to judge staff performance, development, and support structures and procedures.
- lead the foundation within a clear performance management framework and promote a performance culture, delegation, accountability, positive communication, and teamwork.
- Provide leadership and advice to the management/Staff, in establishing the annual work plan, including reviewing and implementing provincial work plans, developing strategies, determining priorities, and performance measurements.
- Actively monitor programs/projects through field visits and surveys, and exchange information with Board Members to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.

- Contribute to the development of policies and procedures, and introduce innovation and best practices to ensure optimum efficiency
- Organize, plan and implement capacity-building initiatives to enhance the competencies of the staff and to improve the results of the targets
- Oversee administrative, financial, and program operations, and all personnel matters (design of staff organizational structure, hiring and firing responsibilities, etc., consistent with approved organizational policies).

#### **4. Financial & Funding planning Management**

- Lead and guide on cost-effective and efficient use of resources to meet objectives to ensure the financial controls according to the policies and procedures.
- Lead funding opportunities from existing and new donors/supporters and partners and ensure conditions are fulfilled in line with project/grant management.
- Manage the optimum and appropriate use of sectoral program resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity, ensuring timely reporting and liquidation of resources, with specific responsibility to ensure donor requirements are met.
- Responsible for creating funding opportunities through networking.
- Build and strengthen strategic partnerships through networking and advocacy with local/national governments, UN partners, donors, internationally recognized institutions, NGOs, funding organizations, research institutes, and the private sector to reinforce cooperation and/or pursue opportunities to promote goals and objectives of the organization.
- Participate and/or represent the organization in the organizational circle, carry discussions to ensure organizational position, interests, and priorities are fully considered.
- Promote critical thinking, innovative approaches, and good practices for sustainable program initiatives through technical advisory services and disseminate best practices and knowledge learned.
- Identify lessons learned and use the knowledge gained for development planning and timely intervention to achieve goals.

#### **Reporting and Working Relationships**

- The CEO reports to the Board of Directors. Working with the Board, the CEO will set important goals for the organization and work systematically to achieve them, will Prepare and follow the Board approval on (policies), administer the Employer's annual budget.
- All managers and the other members of office and field staff report directly or indirectly to the CEO.
- Advise the board on the preparation, design, and updating of the performance objectives, situation analysis for all the program to ensure that, advocacy, intervention, and development efforts on all programs is smooth and achieve the targets within time frames.
- Prepare regular and mandated program reports for the board to keep them informed of progress.

- Prepare policy papers, briefs, and other strategic program materials for management use, and legal compliances, information, and consideration.
- Shall not disclose any confidential information of the Company to a third party, unless it is so approved by the Executive Committee of the Company.
- Keep themselves and the Board of Directors informed of prevailing trends, issues, events, and developments impacting the Employer’s organization and functions.

### **Key Credentials/ Qualification and Personal Qualities**

- Master's Degree in Nonprofit Management, Social Sciences, Development and Business Administration, Finance, Economics or its equivalent.
- 15 or more years of prior successful executive and leadership experience of a related nonprofit and/or social impact organization
- Having knowledge and experience of engaging with relevant registration authorities and government ministries and departments.
- Having extensive experience in preparing project proposals, writing reports, implementation and monitoring of development projects, fundraising, and engaging with donor agencies.
- Strong motivational and staff leadership abilities
- Excellent communication, and presentation skills
- Excellent Computer knowledge and skills in the use of Microsoft Office or equivalent software required.