

## About Foundation For Civil Society (FCS)

FCS is an independent Tanzanian Not-For-Profit Development Organization anchored in Tanzanian civil society, serving as a catalytic support mechanism for the Civil Society sector in Tanzania. Since its inception, FCS has contributed immensely to the capacity strengthening of the civil society sector in Tanzania mainland and Zanzibar, thereby (in) directly enabling CSOs and citizens to become fundamental driving forces for positively influencing democratic governance in Tanzania and better quality of life for all. FCS has reached over 6,000 CSOs during the last 20 years, with an extensive reach in the grassroots and incorporation of community based organisations which could rarely receive support from elsewhere.

## EXECUTIVE DIRECTOR EMPLOYMENT VACANCY

FCS's Board of Directors is inviting applications from qualified, dynamic and motivated Tanzanians to fill the vacant position of Executive Director, which will soon be vacant. This position offers an excellent opportunity to work with the civil society, civil society organisations (CSOs) and other development actors within and outside Tanzania.

### Role Summary

To provide overall guidance and operational direction of FCS in line with its philosophy, mission and the comprehensive strategies set out by the Board of Directors and FCS Members, including developing the organisational objectives and plans following the governing documents' legal and regulatory guidelines.

### Purpose

The Executive Director (ED) provides the vision, leadership and overall direction to FCS's programme activities and administration. S/he has ultimate responsibility for ensuring the achievement of FCS strategic objectives as established by the Board of Directors and FCS Members and for accomplishing the organisation's operational goals by providing leadership to the senior management team and staff regarding all professional, financial and administrative activities.

## MAIN RESPONSIBILITIES

### Strategic Leadership

- Implement FCS vision, mission and philosophy, including developing an overall management philosophy and personal commitment to the long-term goals of FCS.
- Ensure that FCS's policies, organisational procedures and regulations are developed and adhered to by members, appointees, staff, contractors, agents, partners and clients.
- Support the Board in determining the organisation's strategic directions and ensuring the development of key associated documents including, but not limited to, multi-year strategic plans, budgets and fundraising strategies, operational plans and budgets, annual reports and reviews.
- Provide overall strategic leadership to the staff team, including the Management team, comprised of the Finance and Operations Manager, the Business Development and Partnership Manager, and the Head of Monitoring, Evaluation, Research and Learning and Programs Manager.
- Translate the strategic directions established by the Board and FCS members into a visionary, organisational leadership role for civil society movement in Tanzania and positioning FCS within the local and regional think tank, policy and civil society networks in Africa.
- Guide the management team and staff in the development and execution of programme-specific plans and setting the tone for the organisation to operate collaboratively and with a high standard of excellence and efficiency.
- Ensure continuous development of organisational and staff capacity, identifying requirements for organisational capacity-building and developing and implementing capacity-building activities for staff.
- Manage and maintain healthy external relationships with Government, development partners, private sector, and civil society representatives.
- Providing thoughtful, transparent, inclusive, and empowering executive leadership helps the organisation achieve its vision and mission.

### Resource Mobilization including Fundraising

- Provide strategic leadership in the development of programmes, resource mobilisation and implementation of activities;
- Identify, cultivate and secure significant new donor and philanthropic funding for FCS financial sustainability.

## Overall Management and Accountability

- Oversee the day-to-day operations of the organisations and ensure that the organisation attains successful long-term operations, including:
  - Lead by example by ensuring staff work collaboratively and where the work of others is valued and respected.;
  - Provide day-to-day supervision and mentoring of FCS senior staff and guide the development and management of human resources, including succession planning;
  - Ensuring that the Foundation's staff work as a team and deliver visible results
  - Developing the human and institutional capacity-building programme for the Foundation and ensuring it is effectively executed and kept under review;
  - Manage and motivate staff, overseeing hiring, separations, staff development, performance management, compensation and benefits;
  - Ensure continuous development of organisational and staff capacity, identifying requirements for organisational capacity-building and developing and implementing capacity-building activities for staff; and
  - Perform general management duties for the successful operations of the organisation.
- Ensure the organisation complies with all legal requirements in Tanzania and follows international best practices;
- Guide the preparation, approval and implementation of financial, administrative and human resource policies and establish clear delegation of authority and accountability to senior staff;
- Provide oversight and accountability for planning, programme design, and delivery of objectives, strategies, plans, and budgets in compliance with FCS's contractual obligations with funders and Board approved policies and direction and principles of good corporate governance;
- Ensure the delivery of agreed outputs of the programmes following the established budget and Board-approved plans while actively managing and overseeing the organisation's programmes, operations, budgets, and annual plans while ensuring the organisation's financial sustainability;
- Monitor the organisation's expenditures per board-approved plans and policies, maintaining accountability for financial probity and risk management (including financial risk, risk to staff, reputational risk, etc.);
- Provide direction and oversight of quality assurance of performance measures (e.g. theory of change, programme

logic models, outcome indicators, milestones, and the efficacy of the overall monitoring and evaluation systems); and

- Set ambitious but realistic goals, focus on risk management, sustainability, prudence use of resources, organisation growth, and sustainability.

## External Relations

- Act as the lead spokesperson for the Board of Directors and FCS and serve as an ambassador for the organisation with high-level stakeholders locally, regionally and internationally;
- Ensure the development of FCS's strategy on the engagement of programme beneficiaries, stakeholders, and funders, representing FCS in public fora and the media; and
- Manage the relationship with current and prospective funders, including oversight of reporting to donors and developing and coordinating a resource diversification and expansion strategy involving the board and management team.

## Governance

- Close relations and cooperation with the Chairman of the Board and members of the Board;
- Engage the Board of Directors in its important governance role by openly communicating about the organisation's opportunities, strategic choices, and progress toward goals;
- Support recruiting committed, strategic Board members who can help FCS expand its influence and impact;
- Suggest changes to the Board when appropriate in light of FCS's strategy;
- Ensure that the Board of Directors, Executive Committee and the Council of Members are effectively serviced and accurately briefed on all aspects of FCS operations and
- Serve as Secretary and ex-officio member of the Board and all its committees.
  - Prepare agendas/minutes/reports for Board meetings, reflecting the organisation's priorities, challenges and opportunities.
  - To serve as secretary to the Annual General Meeting;

## THE IDEAL EXECUTIVE DIRECTOR

### Desired Core Qualifications and Competencies:

- Has a solid academic background, at least Masters level and above, in Social Sciences, International Development or Management is preferred;
- Has at least ten years of managing or working in a non-profit organisation, an international development agency or other reputable organisation, preferably at a senior level leading staff teams;
- Is driven to work with civil societies, ideally with significant personal and professional experience in areas where FCS strategic priorities lie;

- Be passionate about, and with a track record, using cutting-edge analytics that help and influence decision-makers (policymakers, funders, NGOs, civil societies ) to make high-impact programs;
- Has a career background of at least seven 7 years related to NGOs and civil societies with a bias on strategic leadership, civil society programming experience, managing grants and capacity building to civil society organisations, policy engagement and communication, evidence-based policymaking, grant making, research, monitoring, evaluation, and learning; consulting; and regional and international development;
- Ideally, s/he brings a compelling blend of tangible results and experience:
  - Identifying, cultivating and securing significant new donor and philanthropic funding.
  - Attracting, managing and mentoring a large and talented team.
  - Building a cohesive culture in an organisation.
  - Previous experience in working with the Board of Directors.
- Has extensive organisational and management experience, evidenced by successive positions involving administration and direct supervision of teams of people, ideally in comparable organisations to FCS;
- Has technical and contextual expertise, demonstrated by a combination of training and experience in skills relevant to civil societies in Tanzania and extensive familiarity with stakeholders and actors and the dynamics and forces that shape them;
- Has project and task management experience demonstrated by a record of ability and willingness to lead from the front, as circumstances require, by taking a share of "hands-on" work, such as leading teams, engaging with donors and partners, and representing an organisation in high profile external fora;
- Has experience in fundraising in an African development context, preferably in Tanzania, evidenced by past accomplishments in generating revenue and establishing networks within the donor community;
- Has exceptional Swahili and English language presentation and communication skills demonstrated verbally and through examples of written materials (reports, publications, research) that indicate a high standard of skills;
- Matured, possesses a high sense of decorum, diplomacy, and tact and is an independent decision-maker experienced in withstanding internal and external pressures;
- Has relevant interpersonal and people skills needed to meet the challenges of managing an expanding FCS in a competitive environment.

## REMUNERATION

FCS offers an attractive salary commensurate with qualifications, experience, career development opportunities, and excellent working conditions.

## MODE OF APPLICATION

If you feel you meet the criteria outlined above, please apply in writing through [jobs@thefoundation.or.tz](mailto:jobs@thefoundation.or.tz) and enclose the following documents:

- A typed application letter stating why you think you are the best candidate for the post
- A fully typed **resume of not more than five pages.**
- Copies of relevant certificates
- Full contact details, including telephone numbers and e-mail address
- The names and contact details of three (3) professional references.

The **deadline for submission is 20th October at 16.00hrs.** Applications received after the deadline will not be considered. Only short-listed candidates will be contacted.

**The Board Chairman,  
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Email; [jobs@thefoundation.or.tz](mailto:jobs@thefoundation.or.tz)  
Website: [www.thefoundation.or.tz](http://www.thefoundation.or.tz)**

FCS has zero tolerance for bribery and corruption. We are committed to Gender Equality and Diversity. FCS is also an "equal opportunity employer", and therefore, all applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, genetics, disability and age.