

TO BUILD A NATION

EXECUTIVE DIRECTOR

JOB IDENTIFICATION

Job Title: Executive Director	Job Code: Exec
Division/Department: Executive	Policy Advocacy, Network Formation & Resource Mobilization
Job Classification: Management	Influence Category: High

ORGANISATIONAL RELATIONSHIPS

Directly reports to:	The Board of Directors & Founder
Directly supervises:	All operations of TBAN

ORGANISATIONAL MANDATE:

The TBAN [To Build a Nation] organization is a nonprofit special purpose organization, a platform for like-minded people to network, advocate for and facilitate the emergence of a new Nigeria based on a real democracy in which voters make well informed voting decisions and their votes truly count. Our vision is of a Nigeria that offers a distinctly identifiable and inspiring nationhood to its citizens, opportunities for inclusive economic growth on the basis of true federalism, and a nation that has a pride of place in the community of nations.

MANDATE:

- The Executive Director is the key management leader at TBAN.
- The Executive Director is responsible for overseeing the administration, programs and execution of strategic plan of the organization.
- Other key duties include membership expansion, partnership relationship support, fundraising, marketing, and grassroots community outreach.
- The position directly oversees processes for building and managing networks of like-minded persons across geographical locations using face to face and remote access platforms

JOB OBJECTIVE(S):

- To ensure the development of relevant structure, roles and policies for effective operation of TBAN
- To ensure that these are reviewed and updated periodically with a view to ensuring that they are contemporary and relevant to the objects and mandate of TBAN
- To be the administrative face of TBAN and go to person for operations of the TBAN network
- To ensure that TBAN is led in a manner that supports and guides the organization's mission as defined by the Board of Directors
- To ensure effective communication, transparency of operations to the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

CORE JOB RESPONSIBILITIES:

1. **TBAN Mission and Strategy:** Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
 - Responsible for implementation of TBAN's programs that carry out its mission.
 - Responsible for strategic planning to ensure that TBAN can successfully fulfil its Mission into immediate and medium term the future.
 - Responsible for the enhancement of TBAN's image by being active and visible in the community and by working closely with other professional, civic and private organizations as well as partners.

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2. **TBAN Operations:** Oversees and implements appropriate resources, to ensure that the operations of TBAN are effective.
 - Responsible effective administration of TBAN operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of TBAN.
3. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of TBAN, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support TBAN's mission.
 - Stay aware of government legislation and policies with a view to aligning TBAN's policies towards ensuring compliance
 - Ensure that TBAN's policies or procedures and periodic updates are communicated to stakeholders as appropriate
 - Provide regular, formal and informal, feedback to the Board, on identified performance gaps of TBAN's finances and Executive Secretary's direct reports, with suggestions on appropriate solutions

PERFORMANCE AREAS:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of TBAN.
- Serving as TBAN's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various organizations throughout the states and utilize those relationships to strategically enhance TBAN's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of TBAN throughout the Country.
- Supervise, collaborate with organization staff.
- Strategic planning and implementation.
- Oversee logistics for Board and Board Committee meetings in collaboration with the Chairman and Secretary.
- Oversee marketing and other communication efforts.
- Review and approve contracts for services within approval provisions.
- Other duties as assigned by the Board of Directors and Founder.

KEY PERFORMANCE INDICATORS:

- Efficiency of TBAN budget in terms of collections and expenditure
- Inspiring work culture within TBAN network and organisation
- Visibility of TBAN brand within target stakeholders
- Progressive increase in the numbers of dedicated members in accordance with targets set by the Board
- Level of policy awareness by staff and other stakeholders
- Stakeholders' satisfaction index
- Number of breaches of policy recorded per annum
- Timeliness of periodic reports submitted to the Board
- Percentage of projects self-funded versus sponsored
- State of accounts and accuracy of management audits relative to final external audit

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KEY INTERFACES:

Internal:

- Board of Directors
- Members of the TBAN movement
- Zonal Coordinators of Member Networks
- Direct reports

External:

- Relevant Government and Regulatory Agencies
- TBAN Sponsors and Partners Constituents
- Governments [Federal, State, Local]
- Auditors
- Media

JOB SPECIFICATIONS

Academic and Professional:

- First degree in Economics, Public policy, or a related field is required. A Masters Degree will be an added advantage

Experience:

- Minimum of 7 years' post-qualification experience, with at least 3 years in a similar role
- 2 or more years senior non-profit management experience
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to non-profit sector
- Ability to use Microsoft Excel and other econometrics and statistical software (e.g. STATA, SPSS)

PERSONALITY

- Transparent and high integrity leadership
- Ability to convey a vision of TBAN's strategic future to staff, board, volunteers and donors
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

TBAN Generic Competencies

- Teamwork
- Transparency
- Integrity
- Accountability
- Development-oriented
- Excellence
- Professionalism
- Patriotism

Role specific Competencies

- Planning and Advocacy
- People Management
- Communication [Verbal and Written]
- Resource Management
- Stakeholder Management
- Team Building
- Emotional Intelligence
- Analytical skills
- Negotiation skills
- Business Knowledge
- Coaching Knowledge

General Working Conditions

- Ability to work in both face to face and remote access situations
- Openness to travel across Nigeria and internationally as may be required