



Position: Executive Director

Primary Job Purposes and Functions:

The Executive Director will have overall operational and management responsibility for Ekisa Ministries in Uganda. This will include all staff, programs, expansion, and execution of its mission. This individual will help sustain and grow three different programs (Residential Care, Community Care & Ekisa Academy). This position requires commitment and understanding of Ekisa's Mission and Vision, as well as agreement and compliance with Ekisa's Code of Conduct and policies.

About Ekisa:

Ekisa Ministries is a 501(c)(3) non-profit charity serving children living with special needs in Uganda, East Africa, through our Residential Care, Community Care, and Ekisa Academy (Primary School) programs. In 2016 Ekisa celebrates our 5th year of operations. With all of our existing programs, facilities and staff currently operating at 100% capacity, continued growth of Ekisa is needed to meet the existing demand. With our strong history of mission growth and success, and while also building and maintaining our financial stability, we are implementing a strategic growth plan to meet our current and future needs.

Classification of personnel: Full-time Employee

Reports to: Board of Directors

Annual Salary: \$24,000 baseline, and negotiated based on experience.

Term: This is a permanent paid position for which we are seeking a minimum two-year commitment, starting with a 6-month probationary period followed by an annual evaluation conducted by the Board of Directors.

Essential Job Responsibilities:

- Leadership
 - Provide overall vision, management, and leadership to Ekisa activities in Uganda.
 - Continue implementation of Ekisa's 2016-2018 Strategic Plan.
 - Serve as the primary contact for in-country projects and programs.
 - Provide professional representation for Ekisa with government officials, dignitaries, other NGOs, funding agencies, and visitors.
 - Responsible for reasonable legal compliance, and adherence to cultural requirements. Ensure staff awareness of any relevant changes.
 - Maintains all financial oversight and compliance including: facilitate proper financial accounting, creating and managing all department budgets, ensuring that the organization operates within budget guidelines, and monthly financial reporting to the Board of Directors.
 - Serves as the staff liaison and provides connection and information to the Ekisa Board of Directors by serving as an Ex-Officio member of the Board of Directors.
- Staff Management
 - Provides vision, direction and overall management of all staff.
 - Provides job descriptions, staff reporting structure, makes final hiring/firing decisions, and maintains profiles on all in-country staff, including emergency contact numbers and copies of passports and visas, performance reviews, and exit interviews.

- Leads regular staff meetings to address issues and encourage staff and department meetings with Program Supervisors to create strategies for and aid in program development.
- Creates staff training and a professional development strategy as needed and as the budget allows.
- Ensures staff safety, and security through monitoring potential and present emergencies, keeping staff and board informed of events, creating in-country policies, and overseeing crisis response options.
- Pursue physical, emotional and spiritual health of the staff through management strategies.
- Program Management
 - Monitors program effectiveness, financial accountability and evaluates ongoing and new activities.
 - Conducts in-country program assessments, identifies needs, designs and implements response plans, including project budgets and writing funding proposals (if appropriate).
 - Travel as needed to learn about the best practices of other like-minded ministries and to evaluate potential new ministry opportunities and partnerships
- Fundraising
 - Supports the Board of Directors in their fundraising efforts including: grants, donor care, year-end giving, and other fundraising strategies.
 - Oversees and reports to the Board on staff fundraising efforts.

Qualifications:

- A Bachelor's Degree in a relevant field or equivalent experience.
- Experience working with people who have disabilities and their families preferred.
- Ability to live in Jinja, Uganda for duration of employment with limited travel through Uganda and Africa as needed.
- Proven leadership and management experience required. Works well in a diverse team and a pressured environment. Flexible and adaptable with strong relational skills. Demonstrates a leadership style that is diplomatic and encouraging, with a concern for the spiritual wellbeing of the team.
- Excellent planning and organizational skills.
- Excellent communication skills (both verbal and written), with the ability to communicate and interact well with people of different educational, linguistic, cultural, and socio-economic backgrounds.
- Diplomatic with strong negotiating skills preferred.
- Strong financial management experience preferred.

Job Application:

- Email the following to jobsearch@ekisa.org
 - Cover Letter (Required)
 - Current Resume (Required)
 - References (Required): Two professional letters of references from former employers.
 - Reference (Preferred): One personal letter of reference from a Church Pastor showing that the candidate has been a committed member, who maintains a personal relationship with Jesus Christ.