



Executive Director Position

Part-time, 15-20 hrs/week, \$40-50K annually. Must have own computer, printer, and workspace. Can work remotely from any location.

Join a Small, Dynamic Team Making a Significant Impact in the Lives of East African Women and Girls

Sasamani's mission is to improve gender equity in East Africa. Our initiatives increase access to education and employment opportunities for women and girls, empowering them to shape their futures and cultivate positive change in their communities. Our ethos of 'with, not for' means all Sasamani programs are designed in collaboration between a Tanzanian and U.S. Board of Directors and led by local staff in Bagamoyo and Dar es Salaam, Tanzania.

Start Date: Aug 26, 2024, or as soon as possible

OVERVIEW

The Executive Director is a critical leader of the Sasamani Foundation. The Executive Director oversees all staff, programs, and financial stewardship, with the support of 3 Tanzanian staff members (Country Director, Education Director, and Education Coordinator) and Tanzanian and U.S. Boards of Directors. The Executive Director reports directly to the Boards of Directors.

This dynamic role is for a highly motivated, innovative, engaging, and passionate leader who understands the transformative impact of education and leadership programs for East African women and girls. First and foremost, the Executive Director will be responsible for all development aspects of the foundation's nonprofit operation in the U.S., including fundraising, donor cultivation, fostering strategic partnerships, and financial stewardship. Success in this role requires advancing the organization's mission while preserving its core qualities and ethos. The ideal candidate is a self-directed leader with strong communication skills, committed to advancing the organization's success.

DESCRIPTION OF WORK

1. Design and Implement Sasamani's Annual Development Plan:

- Lead all aspects of development activities in the U.S., including fostering strong relationships with prospects, funders, granting organizations, corporations, and individual donors.

- Establish annual development goals and objectives aligned with Sasamani’s mission to ensure the achievement of near-term operational goals and progress toward longer-term strategic objectives.
- Implement new creative fundraising strategies to generate additional revenue from public, corporate, foundation, and individual sources.
- Create and execute the organization’s donor communication efforts, including donor database, website, donation platform, quarterly newsletter, monthly impact stories, and annual report. [Please note: social media posts are the responsibility of the Education Coordinator, but shall be reviewed by the Executive Director.]
- Actively cultivate existing and new donor relationships and ensure donors feel connected to Sasamani's impact.
- Coordinate the printing and mailing all donor documents, including annual appeals, stewardship, and donor tax documentation.
- Identify and apply for applicable grants.

2. Oversee Financial Performance and Viability:

- Maintain the fiscal integrity of the Sasamani Foundation by submitting proposed annual and monthly budgets to the Board Governance Committee and bi-monthly budgets and financial statements to the Board, accurately reflecting the organization’s financial condition.
- Ensure fiscal management operates within the approved budget, maximizes resource utilization, and maintains a positive financial position.

3. Collaborate with U.S. Boards of Directors:

- Collaborate with the U.S. Board’s Development Committee in developing long-term fundraising strategies aligned with the organization’s mission and goals.
- Engage U.S. Board members in fundraising efforts, leveraging their networks and influence, including planning targeted fundraising events.
- Schedule and lead regular meetings with the U.S. Board’s Development and Finance Committees to discuss strategies, planning, progress, and next steps.
- Plan and lead bi-monthly U.S. Board video calls via Zoom.

4. Collaborate with Tanzanian Staff and the Tanzanian Board of Directors:

- Collaborate with the Tanzanian Board to understand the organization's strategic goals and align these efforts with fundraising strategies.
- Collaborate with staff in East Africa. Current staff includes Tanzanian Country Director (a direct report), Tanzanian Education Director (a direct report), Tanzanian Education Coordinator (reports to the Education Director), and summer college interns (reports to both Directors depending on interest).
- The Tanzanian staff are responsible for program implementation and are exceptionally committed, long-term employees who are fully empowered and capable of executing all Sasamani Programs. The Executive Director serves to coordinate across programs

via weekly calls and ensure all programs are implemented in a way consistent with donor commitments.

QUALIFICATIONS

- A bachelor's degree and previous not-for-profit management experience is required. The education requirement may be substituted with a combination of education and relevant work or related non-profit experience.
- Must possess integrity and exceptional interpersonal and communication skills.
- A proven development and fundraising track record is recommended.
- This is a part-time, remote position with flexibility.

ADDITIONAL DETAILS

- Expected Time Commitment: Part-time, 15-20 hours per week, although hours will vary based upon demands of the particular week. Performance will be evaluated by outcomes rather than hours worked.
- Compensation: \$35,000-\$45,000/ annually, commensurate with experience.
- The work schedule is flexible and may include some evenings and weekend calls to collaborate with U.S. volunteers and early mornings to collaborate with Tanzanian Board and staff on East Africa time.
- Percentage Breakdown of Work Scope: Fundraising/Revenue Generation (60%), U.S. Board collaboration (15%), Collaboration with Tanzanian Board and Staff (15%), Financial management (10%).
- The position is for a 1099 contractor.
- Must provide your own Internet access, computer, printer, and workspace.
- Travel expenses, as needed to build key donor relationships, will be covered by the organization. Travel may include 1-2 domestic trips per year and trips to Tanzania with key donors at least once every two years.

Application Process

Application Deadline: **Wednesday, August 14, 2024**

Please send an email to info@thesasamanifoundation.org with the following attachments:

1. Resume or CV
2. Cover Letter (explaining your motivation for applying and your soonest start date)
3. Assignment

File Naming Conventions:

- Resume: LastName_FirstName_Resume
- Cover Letter: LastName_FirstName_CoverLetter
- Assignment: LastName_FirstName_Assignment

Assignment:

Please include the following assignments in your application:

Board Member Outreach Support:

- Scenario: You are inspiring board members to reach out to their networks to secure 20 additional [educational sponsorships](#).
- Task: Prepare a one-page (or less) document with talking points to support board members in these conversations. Include key points (feel free to find relevant information on our website) and strategies for identifying potential sponsors within their networks. Provide useful information for a board member new to fundraising.

Thank you for your interest in The Sasamani Foundation. We look forward to reviewing your application.