



## JOB DESCRIPTION

**Job Title:** Executive Director  
**Reports to:** Chairman and the Board of Trustees  
**Supervises:** Programs Manager, Head of Finance, Programs Associate, and Consultants  
**Liaises with:** Community/Institutional Stakeholders, Implementing Partners, Funding Partners, Civil Society Partners, Regulators  
**Job location:** Port Harcourt, Rivers, Nigeria

### About Kiisi Trust Foundation

With a vision of a prosperous, equitable, sustainable, and democratic Ogoniland and a mission to support organizations promoting peace, justice, and sustainable development based on transparent and accountable institutions, an active citizenry, and economic advancement in Ogoniland, the Kiisi Trust operates as a community foundation that advances the original aims and intentions of the plaintiffs of the *Wiwa vs. Shell* lawsuit.

### Purpose of the Position

The Executive Director will be responsible for developing and guiding the strategic vision of the Kiisi Trust Foundation through managing internal and external processes that seek to enhance the objectives of the organization. The Executive Director will have a strong level of organizational leadership, fundraising and capacity building experience, as well as a demonstrated track record in management. She/he will be the primary spokesperson for the organization and will be responsible for implementing organizational policies intended to protect and promote the image and reputation of the Kiisi Trust Foundation. She/he will develop and implement sustainable funding models; lead high-level networking initiatives; as well as represent the organization through participation in key events and conferences. She/he will work closely with the Trustees to ensure that the highest standards of accountability and performance are maintained.

### Specific Duties and Responsibilities

The Executive Director will be expected to fulfill the below functions:

#### *Fundraising and Partnerships*

- Design and implement a fundraising plan and track fundraising performance vs. targets;
- Lead efforts by staff and consultants in crafting and implementing feasible fundraising and investment goals and strategies;
- Develop and manage Kiisi Trust's partnerships strategy in alignment with the global strategy;
- Actively network and establish secure and diverse funding and revenue sources for Kiisi Trust;
- Support fundraising activities, including managing Kiisi Trust's individual giving platform (to be created), e-newsletter and other engagement strategies;
- Establish and maintain good relationships aligned with Kiisi Trust's values, with relevant stakeholders across sectors (funding partners, governments, private-sector, academic institutions, and local and international civil society organizations).



### *Program*

- Provide leadership in developing the program strategies of Kiisi Trust;
- Establish and maintain an effective system to assess and analyze the impact of grants, advocacy, communications and other program activities with regard to effectiveness, consequences, alignment with Kiisi Trust's goals and objectives and financial and technical quality;
- Communicate Kiisi Trust's program impact to the Trustees of Kiisi Trust on a regular basis, and to any other stakeholders as may be necessary from time to time;
- Ensure processes are in place for Kiisi Trust leadership and staff to learn from past activities and improve their performance;
- Review, evaluate, and approve staff recommendations of grants, within delegated limits, in support of projects and initiatives that meet the requirements of Kiisi Trust.

### *Management*

- Lead and inspire staff in their work on programs, operations, finance, and communication;
- Conduct productive Board engagement based on regular communication and providing opportunities for Board input into organizational strategic planning;
- Promote a healthy spirit of teamwork and communication within the Kiisi Trust team through regular meetings and exchange of information;
- Ensure an office environment that prioritizes continuous learning;

### *Financial and Administrative Oversight*

- Ensure prudent and timely management of Kiisi Trust's accounts and finances in accordance with established procedures;
- Establish procedures and processes to safeguard the financial health of the organization with particular attention to audit preparedness and financial management;
- Ensure and maintain the highest fiduciary standards in oversight of grants made to Kiisi Trust partners;
- Ensure appropriate management systems and processes for the current grants portfolio;
- Oversee the financial and administrative activities to ensure that operations are streamlined in compliance with set requirements;
- Ensure oversight mechanism are in place to comply with Kiisi Trust's internal policy and legal requirements;
- Ensure compliance with all legal and administrative requirements, including registration requirements and other statutory obligations.

### *Representation*

- Extensively travel to represent Kiisi Trust internationally and nationally at meetings and conferences where key partners are present and actively participate in discussions of issues pertaining to Kiisi Trust's mandate;
- Maintain frequent contact with a wide range of public authorities, consultants and institutions, and maintaining strictly professional working relationships with them;
- Communicate Kiisi Trust's mission and program priorities to appropriate audiences, including potential grantees, institutions, governments, the media and other donor agencies;



- Seek and implement collaborative arrangements with other agencies in order to enhance Kiisi Trust's mission;
- Represent Kiisi Trust's goals and interests as may be directed by the Trustees of Kiisi Trust;
- Contribute to national, continental and global dialogues on African agency and other vision-related issues.

### **Qualifications Required**

- A post-graduate degree or equivalent experience;
- 8 – 10 years demonstrated progressive leadership experience;
- Extensive experience in organizational management and team-building;
- Demonstrated skills in analytical thinking, initiative, team leadership, and sound judgement;
- Strong oral and written communication;
- Strong interpersonal skills, a helpful and personable attitude, an evident desire to assist staff and grantees, and ability to accept and act on constructive criticism;
- Strong commitment to Kiisi Trust's vision, mission, and values;
- Strong commitment to Kiisi Trust's core values, policies, and procedures, which are intended to promote transparency and integrity;
- Willingness to travel frequently within Nigeria and across Africa;
- Experience in community development within Nigeria/Africa.

### **Submission of Application Materials**

- Interested applications should send a CV of no more than three pages, along with a cover letter of no more than one page outlining your interest in the position to [info@kiisitrust.org](mailto:info@kiisitrust.org), by midnight (WAT) Sunday, January 31<sup>st</sup>, 2021. Interested applicants must be legally able to work and reside in Nigeria. Only shortlisted applicants will be contacted for an interview; please no phone calls or emails. Interview will likely be held via Zoom.