



**ABDULLAH DZINAMARIRA
FOUNDATION**

SHARE HOPE

Executive Director (1 position – Part-time; Norton)

Job no: 2024001

Work type: Regular Part-Time

Location: Norton, Zimbabwe

Categories: Senior Management; Executive

The Abdullah Dzinamarira Foundation (ADF), a non-profit charity organization, aims to share hope with underprivileged and vulnerable children by ensuring their access to education and basic social support services. The Foundation seeks a visionary and experienced Executive Director (Part-time – 24 working hours per week) to provide strategic leadership and oversee the organization's operations. The ideal candidate will be passionate about our mission and have a proven track record of success in the nonprofit sector.

KEY RESPONSIBILITIES:

- Strategic Leadership: Develop and implement a comprehensive strategic plan aligned with the ADF's mission and vision.
- Organizational Management: Oversee all aspects of the organization's operations, including finance, human resources, program implementation, and fundraising.
- Stakeholder Engagement: Build and maintain strong relationships with donors, partners, government officials, and other stakeholders.
- Fundraising: Identify and secure funding opportunities to support the organization's programs and initiatives.
- Team Leadership: Recruit, manage, and mentor a high-performing team of staff and volunteers.
- Compliance: Ensure compliance with all relevant regulations, policies, and procedures.

COMPETENCY PROFILE:

- Visionary Leadership: Ability to articulate a compelling vision for the organization and inspire others to achieve it.
- Strategic Thinking: Proven ability to develop and implement effective strategic plans.
- Fundraising and Development: Experience in securing funding from various sources, including grants, individual donors, and corporate sponsorships.
- Financial Management: Strong understanding of financial management principles and experience with budgeting and reporting.
- Team Leadership: Ability to build and lead high-performing teams.
- Relationship Building: Excellent interpersonal skills and ability to build strong relationships with stakeholders.

Board of Trustees: Dr. Tafadzwa Dzinamarira (Founder & Advisor); Edlight T. Bopoto, Thulani R. Dzinamarira (Acting President of the Board of Trustees), Itai J. B. Chitungo, Tendai Mutiro



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- Communication: Strong written and verbal communication skills.
- Problem-Solving: Ability to identify and address challenges effectively.

REQUIRED QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Postgraduate degree in nonprofit management, business administration, or a related field.
- Minimum 2 years of experience in a leadership role within the nonprofit sector.
- Proven track record of success in fundraising and development.
- Strong understanding of the nonprofit landscape and current trends.

MODE OF APPLICATION

Suitably qualified and experienced candidates should upload their applications, including a detailed Curriculum Vitae (CV) and cover letter on <https://smrtr.io/mRj5x>. Please **do not** attach certificates. The closing date for receiving applications is **30 August 2024 at 5:00 PM**. Only shortlisted candidates will be contacted.

ADF is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment based on race, color, sex, gender, religion, creed, or ethnic origin. All qualified applicants will receive equal consideration for employment.

Advertised: 23 August 2024

Applications close: 30 August 2024

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