



Job title : Director (Operations), AASMAAN Foundation

Job Purpose: The Director (Operations) is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Trustees.

### **Primary Duties and Responsibilities:**

#### **1. Leadership**

- a. Participate with the Board of Trustees in developing a vision and strategic plan to guide the organization
- b. Develop programs which incorporate goals and objectives that work towards the strategic direction of the organization.
- c. Identify, assess, and inform the Board of Trustees of internal and external issues that affect the initiatives and impact on the organization
- d. Develop various proposals, grant applications as required by the Board as well as Funders.
- e. Act as a spokesperson for the organization
- f. Represent the organization at community activities to enhance the organization's community profile.
- g. Recruits and trains staff as per the need of the projects and organization.
- h. Ensure that the operation of the organization meets the expectations of its Beneficiaries, Board and Funders.

#### **2. Program planning and management**

- a. Plan, direct as well as oversee the program, its implementation and evaluate the impact at grassroots level.
- b. Identify grassroots program stakeholders and develop a collaboration approach concerning setting direction, supporting, implementing, communication, and decision-making within the project areas as and when required.
- c. Facilitate assistance and managing relationships with on ground team and beneficiaries as required for the program/service implementation.
- d. Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- e. Participate/Plan & execute city level events or workshops to sensitize society about the organization and the different causes.



- f. Participates in national level seminars, workshop
- g. Monitor the day-to-day delivery of the programs and services of the organization as well as maintain or improve its quality.
- h. Responsible for supporting other chapters of the organization in any part of the country.
- i. Research about prospective projects - initiate the planning, implementation, execution and evaluation of the same

### **3. Financial planning and management**

- a. Work with staff and the Board to prepare a comprehensive budget
- b. Work with the Board to secure adequate funding based on the budgeting for the operation of the organization.
- c. Research funding sources, direct and oversee the development of fundraising plans, campaigns and execute funding proposals to increase the funds of the organization
- d. Approve project expenditures within the authority delegated by the Board
- e. Ensure that sound bookkeeping and accounting procedures are followed
- f. Administer the funds of the organization according to the approved budget and monitor the monthly digital or cash flow of the organization.
- g. Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- h. Ensure that the organization complies with all legislation covering taxation and withholding payments

### **4. Community relations/advocacy**

- a. Communicate with stakeholders (beneficiaries, volunteers, donors, partners) to keep them informed of the work/event of the organization and to identify changes in the community served by the organization.
- b. Prepares and organizes various documents such as proposals, manual layouts, activity reports, data sheets for upcoming or ongoing projects.
- c. Collects, prepares and ensures that personnel, beneficiaries, donor and volunteer files are well documented, constantly upgraded, securely stored and if needed privacy/confidentiality is maintained.
- d. Furnishes all the required data such as activity, accounts or any government document to respective stakeholders.
- e. Provide support to the Board by preparing meeting agenda and supporting materials



- f. Constantly upgrade self and staff members on the basis of the need of the community.
- g. Establish good working relationships and collaborative arrangements with community groups, funders, government bodies, and other organizations to help achieve the goals of the organization

#### **5. Risk management**

- a. Identify and evaluate the risks to the organization's people (beneficiaries, staff, csr partners, donors and volunteers), property, finances, goodwill, and image and implement measures to control risks.

#### **Professional Competencies:**

- a. Excellent in Program Management and time management skills
- b. Clear and strong written and oral communication skills
- c. Detail-oriented and ability to thrive in a fast-paced environment.
- d. Has a searing focus on results and effectively communicate goals and impact
- e. Ability to self-manage, multitask and quickly “change gears” as needed.
- f. Self-motivated, driven, proactive, collaborative, flexible, and good-natured.
- g. Positive attitude and a willingness to learn.
- h. Acts with integrity and strong ethics to foster trust at all levels
- i. Internalizes the meaning and commitment of Aasmaan Foundation and consistently acts according to its value and purpose.

#### **Required Education Experience and Competencies:**

- a. Bachelor/Master's degree in any Streams
- b. Minimum 3 to 5 years of experience in social work with 1-2 years of Operational and Managerial experience.
- c. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and web knowledge is a must.