



Center for Domestic Violence Prevention (CEDOVIP) JOB OPPORTUNITY

Position: **Executive Director.**
(Deadline 27th July 2023)

CEDOVIP seeks a full time **Executive Director** to provide strategic and feminist leadership for the Center for Domestic Violence Prevention (CEDOVIP), including supporting implementation of the Strategic Plan, supervision of the Programme and Finance Managers, fostering a feminist organizational culture, fundraising, donor relations, and ensuring policy and financial systems and practices are robust and operationalized.

This is a full-time position based at CEDOVIP offices in Kampala. The role is supervised by the Board of Directors.

Roles and Responsibilities

Strategic Leadership

- Provide technical leadership and guidance for VAW prevention programming.
- Nurture and lead the programmatic vision and strategic direction of CEDOVIP.
- Act as Secretary for the Board of Directors and manage all communication with the Board of Directors.
- Uphold and live by all of CEDOVIP's organizational values.
- Support and oversee the team in all program planning, implementation, operations, budgeting, documentation, monitoring and reporting.
- Create a supportive environment that fosters personal responsibility, quality work and commitment to CEDOVIP's goals and values.

Fundraising and Organizational Development

- Fundraise with local and international donors, build and maintain relationships with donor partners.
- Represent CEDOVIP with external stakeholders, allies and partners in national, regional and international forums.
- Ensure timely, accurate and quality financial and narrative reporting in compliance with contractual obligations to funding partners.
- Supervise and mentor staff to ensure quality work and accountability.
- Lead in the preparation of annual workplans and budgets, donor reports, the annual report and audits.
- Ensure financial and other resources are utilized efficiently and effectively.

Operational Management

- Establish, maintain and oversee effective and efficient financial and administrative policies and systems.

- Monitor and evaluate staff performance.
- Oversee and ensure a solid and transparent financial management system.
- Foster a conducive environment that is transparent, accountable and supportive.

Education

- Master's degree or equivalent experience
- At least 10 years work experience with at least 5 years in a senior leadership role.

Essential Experience

- Demonstrated leadership within the women's movement and/or national processes on VAW in Uganda.
- Proven track record of fundraising and all aspects of donor relationship management.
- Financial management and oversight of budgets and financial systems.
- Excellent writing and communication skills.
- Personal integrity and transparency, serving as a role model for others.
- Strong organizational and management skills.
- Able to lead and manage processes and people with energy and enthusiasm.
- Strong computer skills including Microsoft Office, Accounting software and social media.

Application Process

Send: a) thoughtful cover letter, b) CV, c) one page description of how and why the ED position at CEDOVIP aligns with your personal and professional goals to boardofdirectors@cedovip.org by 27th July 2023 at 5pm EAT with the subject line "ED application". Incomplete applications will not be considered. Short listed only candidates will be contacted by 10th August 2023.