

JOB TITLE: KENYA COMMUNITY DIRECTOR

LOCATION: NAIROBI, KENYA

KDI is looking for a unique individual to support our dynamic and growing Nairobi office. The ideal candidate must be a community engagement professional, have a significant number of years leading development and community projects, have knowledge of both local and international community engagement and development strategies, and be passionate about participatory community development and planning.

The Kenya Community Director supports the Country Director in leadership and management of the overall Kenya office, coordinating a diverse team that works in a high risk, physically, socially and economically challenged environment to develop new and innovative projects and programs in collaboration with members of the community. Much of KDI's work takes place in the Kibera informal settlement where the organization has worked with community partners since 2006, creating small public space, building and infrastructure projects with a focus on advocacy, business development and community capacity building to support the sustainability of our community projects. The Community Director must be an innovative thinker, well-versed in community development structuring and strategy and able to oversee the development of program operations, finance and human resources. The position reports directly to the Kenya Country Director and receives additional support from Executive Directors. The role requires leadership, financial management, fundraising ability and a facility for social work. This is unquestionably a challenging and stressful job and yet, it is also an incredibly exciting, invigorating, and rewarding position. The Community Director will work alongside a team of intelligent, dedicated individuals that share a passion for community development, will see the tangible results of her or his hard work, and ultimately will make life better for many people.

Duties & Responsibilities

Leadership: The Community Country Director will support the implementation of the organization's initiatives and mentor staff through organizational change. Foster the development of a country-level organizational culture, focusing on community support, impact and accountability as well as innovation, permanent learning and improvement. The Community Director cultivates and motivates staff who are innovative, who seek permanent learning and growth, and who strive for their own and overall organizational improvement.

Human Resources Management: Support, encourage and help build up the capacity of the on-site program coordinators and managers. Serve as support for all country operations, management and reporting roles at all needed levels of program and staff management ensuring **KDI** operates within local labor requirements. Oversee the recruitment, training, and development of KDI Kenya community engagement staff. Maintain a robust HR program and effectively manage team members according to authorized personnel policies and procedures.

Regional Office Responsibilities: The Community Director is the Regional leader for community development programs and projects (acting as Project Director or Leader for specific projects). The Community Director supports the Country Director to manage country-level HR issues for all Coordinator and Community Level staff, including mentorship, staff development, and adherence with KDI procedures etc. The Community Director offers support to Kenya Country Director for development and management of overall Kenya budgets, specifically with regards to community development activities, also in making Go/No Go project recommendations to Executive Leadership. The Community Director works with Country Director to generate fundraising leads to support significant funding of the Country Office, assists in business development for new not-for-profit and for-profit projects in coordination with Country Director and ensures the maintenance and development of donor/partner relationships, in coordination with Country Director. The Community Director also

contribution to advocacy efforts of KDI including presentations, writing and participation in conferences, exhibitions, panels etc. Reporting directly to Kenya Country Director and Executive Directors as required.

Community Program Responsibilities: Lead thought and strategic leadership for future community development programs and projects. Provide direction and work planning for community team, including preparation of project plans and budgets. Responsibility for direct support to line management of Community Development staff at Coordinator and Community Level. Provide close support to Kenya Country Director in country-level strategic, business and administrative planning. Responsibility for delivery of projects to work plan and budget for community programs/projects for which the Community Director is Project Director or Leader. Provide direction to Program Coordinator and Community Community for community engagement, support for community organization's development and maintenance of community working relationships in Kenya, assisting with implementation as needed.

Strategic Planning: Support the Kenya Country Director, US Directors and Board, build, implement and monitor the organization's Strategic Plan and Annual Business Plans.

Financial, Tax, Risk and Facilities Management: Support the Country Director and finance team to monitor the financial systems and manage the organization's and donor's resources within budget guidelines according to current laws and donor regulations.

Fundraising: Support KDI Kenya's fundraising strategy, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals, pitching to donors and investors, and supporting the administrative management of fundraising records and documentation.

Public Relations: Supporting the Kenya Country Director in managing internal and external relations for KDI Kenya. Contribute to media, industry and academic publications that communicate KDI's mission, programs, and projects in consistent, creative, strong, and constructive language.

Desired Profile

Talents and Skills

- A passion for participatory community development and planning, as well as working collaboratively with people from all walks of life exhibiting flexibility, adaptability, quick thinking
- University Degree or Masters in Community Development or a related Community Engagement profession (more importantly, that you've done something with it)
- Fluent in English, with a basic understanding of Kiswahili
- Strong oral presentation skills
- Strong writing and graphic communication skills
- Can live and work in Nairobi, with significant field time in Kibera
- Experience with accounting and financial management (ability to work extensively in Excel)
- Capable of frequent travel, nationally and internationally, often at short notice

Experience

- Track record as a leader with team building skills
- Experience with community work in challenging environments, in particular experience working in informal settlements
- Proven ability to innovate and transform organizations or groups
- Significant experience in the East Africa region, and preferably Nairobi

Significant experience in conflict resolution and community development with high risk communities

- Strong references

Interested, qualified applicants are required to submit by email (1) a covering letter indicating expected salary, (2) detailed Curriculum Vitae including 3 referees 2 of which should be from previous employment to: mailkenya@kounkuey.org