

Kabale, Uganda-Based Executive Director

Background

Rukundo International (RI) is a 501(c)3, non-profit, tax-exempt entity based in Maryland, USA, and a registered International NGO in Kabale, Uganda, since 2014. Our mission is to empower Kabale, Uganda's most vulnerable populations through educational and economic opportunities that create self-sustaining communities. RI currently has a nursery and primary school, up to Primary Four Class, with plans to expand the school by one grade level each year until a full primary school is completed; supports vulnerable children through our Scholars program, which provides school fees, as well as supplemental care; operates a Girl's Empowerment program (GEP) in three UPE schools; and runs a community center with programs for both adults and children at the school.

Role Description

Executive Director (ED) drives the vision for the organization, translating the mission into strategic objectives and goals. The ED oversees the development and implementation of action plans by the Heads of Departments and their teams. The ED is responsible for identifying, fostering and promoting relationships and forums for collaboration with key stakeholders. The ED reports to the RI President, including the organizational and functional plans.

Responsibilities

- Responsible for the delivery of an organizational plan, comprising annual objectives and goals; budgets; vision for Uganda programs; Programs Teams development; and community outreach, awareness and fundraising activities.
- Oversees the planning and activities of the Heads of Departments and their teams, including robust monitoring and evaluation plans, all associated reporting, and ensures alignment with organization objectives.
- Manages and motivates the Executive Director Team, which consists of the Programs Manager, Heads of Departments, and key members of their team. This includes regularly scheduled meetings, training, coaching, and communications, and regularly reinforcing the organization's culture and mission.
- Leads the communication of the organizational and functional plans to the RI President, and ensures clear dissemination of feedback to the Programs Teams.
- Serves as a primary point of contact with the Uganda-based Programs Manager and RI President.
- Leads recruitment and onboarding of open Programs Team positions.
- Works with the Board Chair to fill open positions on the Uganda Board of Directors.
- Supports the Programs Manager to ensure legal and local regulatory compliance.
- Maintains regular, at a minimum weekly, communication with the RI President to ensure activities and objectives, challenges and support needs are being met.

This role is expected to be generally accessible to the RI President, the Programs Manager, and the Programs Teams, as well as responsive to emails. As a point of escalation, the Executive Director should

be able to be reached within 24 hours for urgent issues, barring times of leave when a delegate should be identified.

Qualifications

- 5-10 years of experience leading programs and teams for a non-profit organization
- Experience working in Africa
- Experience with budgeting, fundraising, outreach, and awareness
- Committed to and deeply invested in the mission of Rukundo International
- Strong strategic thinking, and long-term vision capability
- Independent leader that motivates team to deliver and does not require supervision
- Ability to drive organizational culture and promote transparency and highly ethical behavior
- Excellent communication skills
- Collaborative spirit
- Qualified degree or equivalent experience

Reporting Structure

Reports to RI President and UG and U.S. Board of Directors

Accountable for the Programs Manager, Head Teacher, Girl's Empowerment Program Coordinator, Scholars Coordinator, and Accountant.

How To Apply:

Please email your documents and CV to recruiting@rukundointernational.org