

<b>Position title</b>	<b>Executive Director</b>
<b>Location(s)</b>	Position is based at the SPOUTS Head Office in Kampala, Uganda. This space is shared with the SPOUTS of Water Ltd. Some overnight travel (max 10%) is expected in the field.
<b>NGO Summary</b>	<p><u>SPOUTS Impact</u> is a non-for-profit partner, active stakeholder and investor of the social (for-profit) enterprise, SPOUTS of Water, which manufactures and distributes ceramic water filters in Uganda.</p> <p>Mission: We aim to assist communities that lack access to safe drinking water, sanitation and hygiene education with sustainable solutions so they can thrive.</p> <p>Since the inception of the registered NGO in Uganda in 2017, SPOUTS Impact has installed over 23,000 filters directly impacting 208,000 beneficiaries. That number increases significantly when factoring the number of people that are served by our community-scale filters installed in health centers, schools, and community spaces. We estimate that over 650,000 people have access to clean drinking water through our installations.</p> <p>Learn more about our work: <a href="#">SPOUT Impact Fact Sheet</a>; <a href="#">SPOUTS 2020 Annual Report</a></p>
<b>Reporting line(s) and networks</b>	<p>Reports to the SPOUTS Impact <u>Executive Board</u>. This position works in close coordination with the LTD, Spouts of Water. Operational support is provided by the LTD office, including but not limited to IT, accounting and payments, HR, etc.</p> <p>This position works closely with US and Ugandan volunteers.</p> <p>The expectation is that this role will hire 1 full-time staff member in Uganda for project implementation.</p>
<b>Special conditions</b>	This is a full-time position. Some travel will be required between the SPOUTS office and other parts of Uganda in response to the demands of the NGO program.
<b>Remuneration</b>	Employees can expect total net remuneration to be between \$1,500 and \$2,000.
<b>Position Summary</b>	<b>The NGO Executive Director plans and coordinates the activities of the NGO in order to improve access to safe and clean water and to maximise the impact of NGO donations in the community.</b>
<b>JOB PROFILE</b>	

**Duties and Responsibilities**

1. **Create, implement and maintain the activities of the NGO to expand operations, ensure sustainability and maintain high levels of user satisfaction.**
  - Develop strategic plan and high-level goals for the NGO
  - Manage the day-to-day operations of the NGO.
  - Create and execute a development plan which addresses current and future needs to support the growth and sustainability of the NGO. This includes creating a strategy for filter deployment in communities with the highest need.
  - Lead impact assessment operations and create and follow reporting guidelines for programs led by SPOUTS and external partners
  - Anticipate problems and new trends which may affect the NGO program and implement changes as needed.
  - Recruit new volunteers, interns and staff as needed to meet the needs of the organization
  - Expand organizational funding through grants, new partnerships and donors and the maintenance of existing relationships to improve the level of donations and increase access to clean and safe water.
  - Meet with communities and other leaders to represent SPOUTS Impact and to engage and strengthen relationships with the people we serve.
2. **Develop, coordinate and maintain effective and efficient systems and processes tailored to the needs of the NGO.**
  - Meet cost, productivity, accuracy and timeliness targets.
  - Supervise a team to carry out systems and projects in a timely and accurate manner.
  - Regularly review outcomes to assess performance, implement improvements and provide accurate reports regarding impact.
  - Regulate practices and ensure that the NGO meets legislative and internal operating compliance requirements.
  - Prepare accurate reports in line with the NGO reporting schedules.
3. **Undertake employee management in order to deliver quality performance outcomes. Note: there is currently no additional employee on the ground. However, one should be hired. SPOUTS also has a long history with volunteer organizations that have aided in installations.**
  - Appropriately and effectively delegate responsibility.
  - Undertake management of employees where there is a direct reporting relationship and ensure there is a mechanism in place to monitor individual performance, assess progress and provide feedback to support individual development.
  - Coach and develop the skills of employees to facilitate responsiveness as the organisation grows and develops.
4. **Demonstrate corporate responsibility**
  - Always act in a manner consistent with the NGO values.
  - Comply with the NGO standards of conduct and all applicable policies and legislation.

**PERSONAL PROFILE:**

<p><b>Capabilities</b></p>	<p>Within the context of the main responsibilities and accountabilities of the role, the employee is expected to demonstrate the following capabilities:</p> <ul style="list-style-type: none"> <li>● Experience in development and execution of strategic plans at a high-level within an organization</li> <li>● Experience collaborating with multiple stakeholder groups.</li> <li>● Experience working and building relationships in a multi-cultural setting</li> <li>● Highly analytical, with an ability to manage and interpret data.</li> <li>● Transform quantitative and qualitative data sets into compelling reports and visuals.</li> <li>● Experience in fundraising and donor relations with both small and large-scale donors.</li> <li>● Applies broad-based knowledge to manage projects, account for resources and ensure compliance with relevant legislation and standards.</li> <li>● A successful track record in setting priorities, managing work demands and evaluating progress while remaining responsive to changing priorities.</li> <li>● Works autonomously, delegating appropriately to manage workload.</li> <li>● Uses initiative to develop new approaches and to encourage high performance outcomes.</li> <li>● Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.</li> <li>● Commitment to training staff to maximize individual and organization goals.</li> <li>● Personal qualities of integrity, credibility, and dedication to the mission of SPOUTS.</li> <li>● Works well in a multi-functional and multi-cultural team</li> <li>● Fully proficient with Microsoft Word and Excel</li> </ul>
<p><b>Qualifications/ Experience</b></p>	<ul style="list-style-type: none"> <li>● Proven experience working with working to achieve performance targets, particularly in a multicultural setting.</li> <li>● Capable of working independently and in a team environment</li> <li>● Previous experience or education related to WASH.</li> <li>● Previous experience with M&amp;E and impacts reporting a plus.</li> <li>● A qualification relevant to the work of a non-profit director will be highly regarded but is not essential.</li> <li>● Degree in environmental health science, public health, social work, social science, and/or developmental studies a plus.</li> </ul>
<p><b>Language requirements</b></p>	<p>Fluency in spoken and written English is required. Knowledge of spoken Ugandan languages is a plus, but not required.</p>