
TITLE: CHIEF OPERATING OFFICER
JOB NUMBER: 20171105-CO
REPORTS TO: PRESIDENT
SUPERVISES: ALL STAFF AND VOLUNTEERS

I. INTRODUCTION

The Visiola Foundation is a non-profit organization that invests in African girls and young women from disadvantaged backgrounds through education, training, and mentoring in the science, technology, engineering, and math (STEM) fields. The Foundation wishes to recruit an experienced Chief Operating Officer (COO) to manage its programs and activities and expand its impact. The organization provides scholarships to high potential students from marginalized communities to pursue bachelor's degrees in the STEM fields at its partner institutions in Africa. Scholarship recipients are also exposed to mentors in the STEM fields who serve as role models to inspire their academic and professional pursuits. The organization further stimulates the interest of women in the STEM fields from an early age by building their confidence and curiosity through its engaging, hands-on after-school and summer programs.

The COO will report directly to the President.

II. CORE COMPETENCIES

The COO must possess all of the following competencies:

- A self-starter with good problem solving skills, who is resourceful and takes initiative.
- Is able to work independently and to be organized in his/her work to ensure that tasks are completed in a timely manner.
- Strong emotional intelligence with excellent communication skills and professionalism when dealing with clients and partners.
- Confident but humble with a good sense of humor.
- Integrity with strong values and ethics.
- Advanced organizational skills and ability to handle multiple tasks.
- Ability to raise funds and recruit partners and sponsors.
- Strong team-building and interpersonal skills with the ability to motivate staff.
- A visionary leader who is willing to go the extra mile to achieve set goals.

III. FUNCTIONS AND RESPONSIBILITIES

- Oversee and drive the Foundation's operations, including administrative, programs, human resources, and all other functions required for the smooth running of the organization.
- Lead the development of short and long-term plans for programs, monitor progress, assure adherence and evaluate performance.

- Lead the design of performance objectives and implement and monitor programming to meet desired outcomes.
- Develop yearly outreach plan and fundraising plan according to program needs and capacity.
- Lead fundraising efforts to raise sufficient funds to cover the Foundation's operating expenses and programs.
- Ensure database(s) maintenance, which include(s) participant and prospect information and mailing lists.
- Organize and establish meetings on a regular basis with designated individuals, companies, and relevant organizations to foster positive relationships.
- Supervise line staff by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and responsibilities.
- Lead the management of fiscal operations including budget development, and modifications. Track expenditures. Continually monitor the program's financial health and make recommendations to Senior Management.
- Lead the development of public relations and communications strategies to support program goals and increase community awareness.

IV. EDUCATION AND REQUIRED EXPERIENCE

- A minimum 2:1 Bachelor's degree from a recognized university in any field.
- A minimum of 8 years of overall professional experience, with at least 4 years of specific experience in a management role.
- At least 4 years of solid fundraising experience.
- At least 4 years of proven business growth and development experience.
- At least 4 years managing complex and dynamic relationships with public and private sector agents.
- At least 4 years of public speaking experience.
- Experience working with teenagers and teaching would be a plus.
- An excellent command of the English language and grammar is a must.
- Excellent communication (written and verbal) skills.

V. REMUNERATION PACKAGE

We offer an attractive remuneration package that is competitive within the local nonprofit sector, and that is commensurate with the candidate's experience. The package includes medical insurance, transportation, and other allowances, as well as a performance based incentive bonus.

VI. APPLICATION PROCESS

If your qualifications and skills match our desired profile, kindly send your Cover Letter and CV to careers@visiolafoundation.org with subject, "Application to COO Position." Applications will be accepted until a suitable candidate is identified.

No phone calls please. Only shortlisted candidates will be contacted.