

Position Title **Chief Executive Officer**

Location United States

Agency Aga Khan Foundation

Sector Social Development

About the Agency [The Aga Khan Foundation \(AKF\)](#) is part of the Aga Khan Development Network (AKDN), a group of private, international, non-denominational agencies founded by His Highness the Aga Khan. The Network's organizations have individual mandates that range from the fields of health and education to culture, rural development and the promotion of private-sector enterprise. AKDN is dedicated to improving living conditions and opportunities for the poor, without regard to faith, origin or gender.

The position The Chief Executive Officer is appointed by the National Committee in consultation with the AKF Human Resources Committee and AKF Geneva. S/he is responsible to the National Committee for the management of the unit and day-to-day implementation of its affairs in accordance with the strategy/policies/procedures established by the AKF Board and refined for the local context by the National Committee.

Duties:

Specifically, the Chief Executive Officer's primary functions covers eight areas:

1. Assistance to the National Committee in Planning and Policy Development

- Prepare and submit to the National Committee, for its consideration and review, objectives, annual operating plans and budgets, and execute the approved plans and budgets;
- Develop and present to the National Committee for its consideration and review, appropriate strategy or policy documents, and implement approved policies, Board resolutions, or other directives;

2. Programme Development and Implementation

- Within the approved AKF programme strategy and thematic areas, search for attractive programme opportunities for consideration by the National Committee;

- Lead and promote the effective evolution of AKF's programmes in the USA, including defining objectives, conceptualizing programme approaches and developing specific projects to meet the objectives;

3. Properties

- Maintain legal, financial and technical records of AKF properties; see to it that properties are properly insured, kept in good repair, in safe order and condition, and are used for the proper purposes; make certain that lease or license conditions are set out, rents collected, and all charges falling to the owner paid;
- After liaison, if appropriate, with other AKDN agencies, prepare recommendations as regards sale, acquisition, or development of properties in the best interests of the Foundation for the furtherance of its objectives;

4. Financial Management and Control

- Be responsible to the National Committee for the unit's financial management and control function, and assist the National Committee in developing appropriate financial policies and strategies;
- Recognizing that any loan or other financial arrangement must always have the explicit prior agreement of the AKF Board, assist the National Committee and notably its Chairperson in developing relationships with banks and other financial institutions, and in arranging financing, loan and other credit facilities, where appropriate;

5. Communications and External Relations

- In accordance with the global communications strategy approved by the Board and a congruent local strategy proposed by the National Committee, promote and publicize the Foundation's goals, objectives, policies and activities to the Ismaili community, key NGOs and aid agencies, philanthropists, leaders in the private sector and government, as well as the general public. This may include participation on behalf of AKF, with National Committee and AKF Board approval, in various organizations which may facilitate partnerships for the promotion of mutual objectives;

6. Resource Development

- In cooperation with the International Resource Development Coordinator and other appropriate institutions, develop and propose

to the National Committee strategies, action plans and approaches for mobilizing financial, human and technical resources to support the both the work of the Foundation and the AKDN;

- In close consultation with AKF Geneva and other relevant units, lead and oversee the search for donor agency, government and private funding to sustain AKF programme activities, including the preparation of high-quality proposals, negotiations, timely and high-quality reporting, fulfilling all terms of the grants, and monitoring and evaluation;

7. Liaison with AKF Geneva

- Liaise very closely with AKF Geneva on a number of key areas;

8. Administration

- Handle a number of administrative matters including reporting, meetings, staffing, correspondence and commitments

The requirements The person selected for this position should have a keen appreciation for the objectives and ethical underpinnings of the AKF. S/he should have a strong interest in the developing world and a willingness and ability to learn quickly about a broad range of development issues in which AKF is involved. The post requires excellent communication, conceptualization, analytical and team working skills.

The candidate should have had at least 10 years of experience in international development, the social sector, or a related field, including or in addition to 5 years of management experience. We are seeking a strong 'hands-on' manager who has a track record of leading in the development and implementation of high level ideas in a systematic and organized manner. The post requires an individual who is capable of dealing productively with a wide range of stakeholders, including the AKF Board, grantees, partners, and the broader community interested in development. Knowledge and familiarity with technology and modern communications is essential. Experience and knowledge of the developing world would be a distinct advantage.

The post requires domestic and international travel. Complete fluency in English, both written and oral, is a requirement. Fluency in other languages is a plus.

Other desired qualifications include:

- Ability to credibly represent (and be the spokesperson for) AKF to a range of partners including senior government officials, philanthropic leaders and collaborating agencies both within and external to the AKDN
- Knowledge of and/or prior experience with impact investment, engaging multiple sectors of development in a region, and/or international development
- Overseas field experience with AKDN agencies or a major philanthropic organization
- Demonstrated ability to execute on a complex, multi-year project or initiative with high-quality results
- Experience leading through influence (as opposed to by virtue of formal role or title)
- Demonstrated ability to develop strategic partnerships, business models and creative solutions
- Demonstrated ability to attract, retain and develop talent
- Experience managing budgets of at least \$50 million and staff of at least 30
- Excellent oral and written communication skills, including excellent public speaking skills for formal or extemporaneous presentations
- A master's degree in a related field or equivalent experience, including international development, public policy, economics, business or finance.

Salary Salary and package to attract the best candidate

Apply by 17-Jan-2015