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## Executive Director Job Description and Person Specification Susila Dharma International Association

Reporting to the Board of Directors, you will have overall strategic and operational responsibility for SDIA's subcontractors, programs, development, and the execution of its mission. If you are excited, curious and interested in the work of **SDIA member organisations** and what makes them special and unique, and have a deep knowledge of humanitarian and development programme delivery, this is the job for you!

You will lead on fundraising, networking, support to members – both national organisations and projects – operating in a wide range of legal, policy, programming contexts. While the Chair and Board lead on relationships with WSA and other wing organisations, it is helpful if the ED has a good knowledge of the Subud organisation(s), its roots and foundation, its governance and decision-making processes.

If you are good at managing and working within a team in harmonious and flexible fashion and are experienced in international development or related fields, please apply!

### Responsibilities

#### **Leadership & Management:**

- Ensure ongoing member support and technical advice in a wide range of fields;
- Ensure the support to the development of high-quality fundraising, communications and grant proposals – both for SDIA itself and for its members;
- Provide support to members and SDIA itself in the area program monitoring and evaluation;
- Ensure consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals;
- Actively engage and energize SDIA members, volunteers, board members, event committees, partnering organizations, and funders;
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio member of each committee; seek and build board involvement;

- Provide strategic direction for both ongoing operations as well as a grounded, attainable and inspirational vision for the development of the organisation and the SD Network in the world;
- Lead, coach, develop, and retain a qualified and effective team of volunteers and professional office subcontractors;
- Ensure effective systems for tracking and scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, members and other stakeholders, such as WSA, Zone Reps and WSA Country members.

### **Fundraising & Communications:**

- Sustain and grow meaningful opportunities for learning and mutual support. Facilitate learning between SDIA members, and about SDIA and its members by our donor and Subud community;
- Ensure regular publications, outreach and online learning activities for members, donors and other stakeholders;
- Develop revenue generating and fundraising activities to support existing SDIA services to its members, as well as supporting members' own fundraising needs;
- Write grants and develop grant writing capacity of SDIA and its members;
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger awareness and presence of SDIA and the SD Network in the world;
- Develop relationships with other strategic partners and funders, including for example, agencies of the UN, such as FAO, WFP, UN Women, UNDP, etc., to garner new opportunities.

### **Planning & Development:**

- Build partnerships internally – within the SD Network – and externally by establishing relationships with old and new funders, likeminded NGOs and community leaders as needed;
- Be a spokesperson for the organisation that is highly informed about SDIA and its members, publishes and communicates member results and challenges;
- Develop a culture of learning, respect for other cultures, languages, the diversity of the individual members' potential and contribution to the Network;
- Seek ways to harmonize Network processes and procedures, including granting, so to reduce duplication of efforts for SDIA members;
- Identify opportunities for Members' success in their local, national and international contexts.

### **Qualifications**

The ED will be committed to SDIA's mission and mandate and role within the international Subud community. All candidates should have knowledge of development and humanitarian programming and leadership, coaching, communication, networking and relationship management experience.

### **Essential Qualities:**

- Be an active Subud member
- Enthusiasm, patience and a sense of humour
- Strong written and verbal communication skills in English (other languages desirable)
- Have strong internet connection and own computer; knowledge of basic Word, Excel, and Power Point
- Experience working in international development or a related field (i.e. social service, humanitarian service delivery, health, education, etc.)
- Experience leading and working with teams in a flexible and harmonious fashion
- Knowledge of organizational management with the ability to support and coach members, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Willingness to travel
- Successful past experiences in organizing and conducting meetings and networking events

### **Desirable Qualities:**

- Prior knowledge of the SD network and its members
- 5 years of management experience or working in an international programming, Monitoring & Evaluation, and/or service delivery role
- A higher degree (MA or higher), ideally in a field related to social service, development and/or humanitarian service delivery
- Experience working with a Board of Directors with the ability to cultivate existing board member, donor and volunteer relationships
- Public relations and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Ability to work effectively in collaboration with diverse groups of people
- Knowledge of other languages: German, Spanish, French, Bahasa Indonesia, etc.

### **Remuneration**

This is a consultancy contract with annual renewal and review. It is not a salaried position with benefits. Honoraria from \$25,000 USD for a part-time position. Terms to be discussed.

### **Start date**

September 2022 with a three-month training/trial period.

**To Apply:** Please send your resume-CV and a covering letter to [virginia@susiladharma.org](mailto:virginia@susiladharma.org) by June 10<sup>th</sup>, 2022.