

## **JOB DESCRIPTION**

**Position:** Managing Director (Learning Centre)

**Direct Supervisor:** US Executive Director (ED)

**Location:** Arusha, Tanzania

## **CORE RESPONSIBILITIES**

- Build out and hire a team to run TFFT's new Learning Centre
  - Help further define roles and responsibilities of new hires
  - Develop clear framework for each program
  - Help further define what success looks like for beneficiaries
- Manage LC team
- Ensure impact is properly articulated, monitored and evaluated
- Develop in tandem with TFFT TZ's CD an operating structure that will help merge the LC and general operations seamlessly
- Handle all regulatory matters concerning the LC
- Develop a reasonable budget that will operate the LC on an annual basis
- Develop a 2 year program roll out plan for the LC, inclusive of marketing strategy
- Develop a business plan to generate income for the Learning Centre
  - Develop quality programming and a sliding scale to ensure those who can afford services will become paying customers
  - Identify and engage International corporate partners whose professional staff can host seminars and workshops while also contributing financially to the LC
  - Write grants to help run the centre
  - Network to ensure space is rented out in a manner that provides income to fund programming
- Develop and implement a strategy to enable the LC to be self sustaining within 5 years
- Work in tandem with the Executive Director to write grants and mobilize funds for the Learning Centre operations
- Operationalize the LC by June 2023
  - Plan the dedication and opening ceremony for key US donors, TZ partners, government officials and US Embassy in TZ
  - Manage in tandem with TFFT TZ's CD the move from TFFT's current office to the LC
- Develop partnership plan
  - Identify 3rd party in-country partners to run workshops within the centre
  - Vet potential referral NGO partners for the LC
- Integrate technology into all programming the LC does
- Ensure our program is data centric to ensure we are tracking usage of programming and ensuring offerings are as relevant as possible
  - Ensure partners are in place to make programming accessible digitally
- Build a community of inquiry-based learners

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**Key Competencies:**

- Passion for TFFT's mission
- Innovative and Visionary Leader
- Sees beyond challenges to the opportunities
- Relevant track record for resource mobilization efforts
- Possess excellent organizational skills; demonstrates ability to meet deadlines and manage time effectively
- Meticulous attention to detail and follow-through; performing tasks accurately and efficiently
- Assertive self-starter with a proactive attitude and ability to work independently
- Works as a team player; seeks and acts on feedback as appropriate
- Balances competing priorities while keeping constant sight of overall objectives
- Demonstrates excellent interpersonal skills, performing effectively under pressure and handling difficult situations with poise, judgment, and tact while maintaining a positive, problem-solving attitude
- Displays a high degree of maturity and professionalism at all times, consistent with TFFT's culture/values

**Remuneration and Benefits:**

- \$32,500 gross annually, to be paid out monthly (subject to government mandated statutory deductions - tax and pension fund)
- 28 days of Annual Leave and sick leave as indicated in the Tanzania Labor Act
- Professional Development Fund of \$500 (subject to approval by the management), only to be used after staff has served at least six months
- Medical insurance fund of \$500 to be released to the employee after passing the 3-month probationary period

*To apply please send your resume to [jobs@thefoundationfortomorrow.org](mailto:jobs@thefoundationfortomorrow.org) and answer the following: What would we be missing out on if we didn't hire you? What about our mission excites you? Share examples of how you have innovated in past professional environments.*