



We are looking to hire a suitably qualified Tanzanian to fill the position of:

MANAGING DIRECTOR

Reports to: TFFT Executive Director (ED), TFFT-TZ Board of Directors

Supervises: Director of Programs, Finance Manager, Learning Center support staff

Location: Arusha, Tanzania

Core Responsibilities

- In collaboration with the TFFT Executive Director and Director of Programs, inform the overall strategic direction for TFFT-TZ programs and the TFFT Learning Center (LC)
- Lead TFFT-TZ's the annual planning and budget development
- Finance and budget oversight, ensuring TFFT-TZ is accountable and that administrative and accounting systems are in place and being utilized with fidelity
- Periodic financial reporting vs. Budget to the TZ Board and the Executive Director with the assistance of the Finance Manager
- Handle and ensure regulatory compliance of TFFT-TZ and the LC
- Develop an income generation and operation sustainability strategy for the LC
- Develop grant proposals for TFFT programs and LC operation in tandem with the Director of Programs and the Executive Director
- Seek and establish partnerships with relevant local and international organizations, including private companies that would enhance the operation and services being offered by TFFT-TZ
- Identify, develop, and pursue linkages especially those that lead to agreements and/or contracts for the LC and other TFFT Programs
- Build and maintain network and alliances in TFFT's area/s of specialization with government, civil society, and the private sector, at the local and regional levels
- Direct the recruitment and selection process for new hires for TFFT-TZ, including consultants/contractors; develop Terms of Reference for the same
- Conduct Annual Performance Appraisal for supervisees
- Ensure quality implementation of MEAL for all programs; ably communicate, with sound evidence and measurable basis, the impact of all TFFT Programs and Learning Center services
- Regularly update the TZ Board of Directors and the Executive Director on trends and issues affecting TFFT-TZ and its programs
- Represent TFFT-TZ in all official meetings and events or as designated

Key Competencies:

- Passion for TFFT's mission
- Innovation
- Leadership
- Proven track record in resource mobilization and fundraising
- Organizational development
- Strategic thinking
- 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
- Interpersonal effectiveness
- 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 and cover letter (max. 2 pages) describing how your professional experience addresses the core responsibilities of this position to jobs@thefoundationfortomorrow.org.

Visit the www.thefoundationfortomorrow.org.