

SOCIAL JUSTICE INITIATIVE: JOB DESCRIPTION

EXECUTIVE DIRECTOR

Job title:	Executive Director
Reports to:	Chairperson of the SJI Board
Purpose of the job:	To provide strategic leadership to, and ensure the sustainability of the SJI so that its strategic objectives are met. To ensure that the necessary oversight and governance systems and processes are effective and operational and to build relationships, manage the SJI, and mobilise the resources it seeks.
Supervises:	<ol style="list-style-type: none"> 1. Programme Director 2. Office Administrator 3. Outsourced service providers as required: <ul style="list-style-type: none"> • Communications • Finance and administration • Marketing & PR • Researcher
Attributes required:	<p>The SJI Director should:</p> <ol style="list-style-type: none"> 1. Be an experienced and effective fundraiser with a track record of raising funding for social justice or similar kinds of initiatives. 2. Be passionate about and deeply committed to social justice with a solid history of working in the sector and extensive knowledge of its history, the challenges it faces, the main players including the donors active in it, its thought leaders and the key NGOs and social movements. 3. Be financially literate and able to manage and direct investment professionals.

	<ol style="list-style-type: none"> 4. Be a highly skilled and persuasive communicator, able to interact with people from all walks of life but in particular able to engage with professionals and high net-worth individuals. 5. Be a skilled and sophisticated networker and facilitator, comfortable with linking people and able to make connections and build relationships. 6. Have more than twenty years of professional experience in a relevant field and a higher degree in an appropriate field. 7. Be skilled at working in a decentralized, flexible and unconventional way, a creative and lateral thinker, easy to work with and skilled at delegating tasks to a network of service providers. 8. Have a pleasant, collegial and problem-solving disposition. <p>Please note that the activities and the proportion of time suggested in the table below are indicative and will vary over time.</p>
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Responsibilities: Outcomes (Key Performance Areas)	Suggested activities:	Prop. of time (indicative):	Performance Measure / Performance standard
Strategic leadership	<p>With the Board, develop a vision and theory of change for the SJI, and provide strategic leadership which will inspire others, and which will give effect to the strategic direction decided on. Develop innovative ways of carrying out the vision.</p> <p>Develop an organisation which can effectively carry out the strategy.</p>	15%	<p>The vision is clearly understood and widely accepted particularly in the social justice sector, and amongst philanthropists.</p> <p>Visible progress is made in effectively operationalising the vision.</p> <p>Organisational Development plan is presented to, and accepted by the Board.</p>
Advocacy & mobilise resources for social justice			
	Host and facilitate events to promote Social Justice philanthropy – grow the number of philanthropists who	25%	Number of events per annum / attendance by new (to the social justice sector) philanthropists (existing and potential philanthropists)

civil society in South Africa	are interested in and give to social justice civil society organisations.		
	Engage with media practitioners and outlets on social justice-related issues and on social justice philanthropy. Ensure the brand and profile of SJI is promoted and known, particularly in the social justice civil society, and in philanthropic circles.		Number of engagements with media outlets targeting high net-worth individuals (HNWIs) (the wealthy), high income earners (the rich), and corporate leaders. Increased understanding and interest in the work of SJI.
	Prepare submissions and inputs to policy and other processes to promote social justice philanthropy		Number of submissions and inputs
	Undertake direct meetings with influential individuals and groups to promote giving to social justice organisations.		Number of meetings – with groups targeting HI and HNW individuals
	Organise fundraising campaigns with social justice organisations		Amounts of funds raised through campaigns, networking, and promoting philanthropy
	Interact regularly with philanthropists and potential philanthropists to develop relationships with them for the relationship manager to build on.		Number of meetings with philanthropist and potential philanthropists, Number of individuals becoming SJ philanthropists for the first time.
	Where required develop relationships with local grant-making organisations to administer donated funds by those philanthropists who do not want to disburse funds directly to social justice organisations (SJOs).		Contracts negotiated and concluded with SJ grant-makers, grant-making is monitored to ensure that funds are disbursed according to donors' intentions.
Networking and liaison with SJOs	Develop relationships with a wide range of civil society organisations in the social justice space to ensure familiarity with their work, their priorities and their needs.	10%	Number of SJOs on SJI's database. (not all in large centres, diverse range of focus areas)

	Participate in key SJ sector events and processes in order to ensure the SJI and its role in promoting SJP is widely known and understood.		Extent to which the SJI is known by key stakeholders and the extent to which SJOs want to work with SJI to tap local philanthropy funding.
	Ensure that SJOs are supported in make their pitches to philanthropists.		SJO success rate when pitching to philanthropists. (start by establishing a base line, then improve on it, year on year).
	Facilitate direct relationships between individual philanthropists and SJOs and ensure that deals for funding are closed.		Number of philanthropists that fund SJOs.
Fundraising for SJI	Raise and invest funds to sustain SJI operations.	15%	SJI is funding is secured for 18 months in advance.
	Raise and invest funds for specific SJ campaigns and causes, and for organisations		A clear set of criteria is developed and adopted by the board to guide this.
Financial and administration oversight	Oversee the development of finance, admin and HR policies, procedures, systems and controls, and ensure they are implemented.	10%	Well managed organisation which complies with all legal requirements. Labour laws and financial controls are adhered to, 100% clean audits, efficient and smooth administration supports the work of the organisation.
	Determine the financial and administrative services required by the SJI and the standards to which these should be delivered. Contract in and administrative services and ensure the necessary standards are met.		Successful implementation of service level agreements

	Provide regular and accurate admin, HR and financial reports to the Board (or its sub-committee) to facilitate their oversight and governance role.		Reports provided as part of the quarterly performance reports.
Planning, Monitoring, Reporting and evaluation.	Prepare an annual work plan for the organisation Develop and implement a monitoring and evaluation strategy	10%	Set baselines for all aspects of strategic work, set improvement targets, and achieve these improvements year on year. Acceptance of the Annual Work Plan and the Quarterly and Annual Performance Reports by the Board.
	Submitting Annual and Quarterly Performance reports to the Board.		Acceptance of Quarterly and Annual Performance Reports by the Board
Contribute to the administration and management of the organisation	Participate constructively in performance management meetings every quarter. Participate in shared administrative activities	5%	Prepare for meetings by reviewing own performance. Participate constructively in meetings. Ensure filing is not more than one week behind. Active participation in all meetings.
Performance Management and personal development	Manage the performance of all employees, ensuring a high level of delivery. Develop a clear set of learning goals and a strategy to achieve these goals for each individual in the organisation.	10%	Performance problems are dealt with and not allowed to affect the performance of the organisation. Learning strategy for the ED and all staff is presented to the Board annually. Learning strategy is accepted, adopted and finances are allocated by the Board.