

POSITION: Executive Director, AWELE ACADEMY

The AWELE Academy Executive Director is responsible for directing the vision, strategy, growth, resource management, and excellence of the Training Institute. Specifically, he/she will:

RESPONSIBILITIES:

 *Leadership and Operational management*

- Lead Training Institute team in alignment with AWELE ACADEMY vision and values.
- Develop strategic planning and ensure growth of services.
- Identify and develop resources needed to grow and support excellence of Training institute services.
- Coordinate the development of an annual training plan including the schedule, description of projects, curriculum and identification of trainers.
- Ensure delivery of excellent training, consultation, and other forms of technical assistance
- Steering the activities of the Training Center and ensuring the efficient utilization of all training recourses.
- Assure that the Training institute has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Managing the training center and steering of training requirements to improve quality of our engineers and set standards for an effective operating organization
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Training institute.

 *Project planning and Management*

- Ensure that trainings are delivered dynamically, effectively and are meeting the needs of the training audience.
- Identify project timelines, assisting staff to manage work within those deadlines, ensuring that AWELE projects and trainings are of the highest quality
- Oversee the delivery of training, including registration, resource materials development and site coordination.
- Use evaluations to continuously improve the training offered.
- Work trainers in scheduling institutes courses; develop course offerings, course schedule, and curriculum; create and issue certificates.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Institute.
- Oversee the planning, implementation and evaluation of the Institute's programs and services
- Ensure that the programs and services offered by the contribute to the Institute 's mission.
- Monitor the day-to-day delivery of the programs and services of the Institute to maintain or improve quality.

- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.

Human resources planning and management

- Interview and hire training instructors & volunteers.
- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations.
- Recruit, interview and select staff & Instructors that have the right technical and personal abilities to help further the Institute's mission
- See that an effective management team, with appropriate provision for succession, is in place

Financial planning and management

- Work with staff and the Board (Finance Committee) to prepare a comprehensive budget; see that the Institute operates within budget guidelines.
- Be responsible for developing and maintaining sound financial practices.
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the Institute.
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the Institute.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Build and manage a Board of Advisors to support the growth and stability of the foundation in Africa

External Relations

- Ensure that training participants are encouraged to become AWELE Academy members.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Elevate AWELE Academy's profile, project its image and promote the brand through engaged representation at conferences, meetings, education/Women events, media outreach and public events.
- Build and maintain relationships with local policymakers, union leaders, key stakeholders, interest groups, and elected officials

- Publicize the activities of the Institute, its programs and goals to agencies, organizations, and the general public.

REQUIREMENTS:

- BSc a must, Masters in Social Enterprise, marketing, MBA or other related areas.
- Minimum of 2 years international Educational and/or work experience outside Nigeria
- Knowledge of leadership and management principles
- Knowledge of STEM Education
- Knowledge of current community challenges and opportunities relating to the mission of the organization
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- professional experience in education, education policy, community/campaign organizing, and/or advocacy
- Willingness to travel occasionally
- Strong marketing, public relations, and fundraising experience, with the ability to engage a wide range of stakeholders, including a board of advisors
- Solid written and verbal communications skills
- Exceptional strategic planning skills.
- Excellent project management and organizational skills with excellent attention to detail.
- Ability to work independently and manage multiple responsibilities simultaneously
- Outstanding interpersonal and teamwork skills. Ability to critically assess challenges and identify effective solutions.
- Flexible, optimistic approach; committed to overcoming challenges.
- Flexibility and comfort with ambiguity. Self-starter with an entrepreneurial spirit.
- Strong working knowledge of MS Outlook, Word, Excel, PowerPoint, and the Internet.
- Visionary leader with the ability to engage others on the team
- Expertise at developing and sustaining corporate, foundational and civic/government relationships.
- High energy, passion and commitment to AWELE's mission and vision.

Reporting Structure

Reports to Board of Directors

2016 Goals and Objectives

❖ ***Leadership and Operational management***

Create a great AWELE team with excellent work dynamics

Take a leadership role in the development of an international reputation for the Institute

Coordinate the development and delivery of an annual training plan

Gain clear understanding of goals, objectives and vision of AWELE

Develop Policies, practices and procedures for programs and administrative management

Implement periodic evaluations of the organization to ensure that AWELE ACADEMY remains true to its mission and is effective

Added at least 5 members to the African board

Recommended adjustments to the strategic plan where appropriate throughout the year

Developed Board orientation process and materials

Lead branding and marketing initiatives

Established WAAW Foundation physical office in Ajao Estate including donations of office equipment & space required.

❖ ***Project planning and Management***

Create project planning and management document

Successfully delivered 2 trainings for secondary school girls and STEM college students/undergraduates/employees

Developed formal marketing plan and materials that will incorporate print and electronic advertising

Ensured that AWELE has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

❖ ***Human resources planning and management***

Helped hire 2 professional Facilitators

Successfully created HR procedures and Policies

Recruited 5 volunteers

❖ ***Financial planning and management***

Developed a comprehensive budget for the institute

Managed the approved annual budget and ensured adequate funding is available for the operations;

❖ ***External/community Relations***

Established long term partnerships with 2 strategic partners for training, programs execution, community engagement & partnership

Utilized local media and selected social networking to provide information regarding AWELE programs and impacts.

Served as an effective spokesperson for AWELE and engaged in at least 2 significant media outreaches.

Developed a strategic communications plan for the organization

❖ ***Marketing***

Oversee the sales of STEM training kits such as the Raspberri Pi

Engage in at least 2 significant media outreaches on WAAW behalf.