



WaterFund
Upper Tana-Nairobi

**The Upper Tana Nairobi
Water Fund Trust**

EXECUTIVE DIRECTOR JOB DESCRIPTION

Background

Upper Tana Nairobi Water Fund (UTNWF) is a charity works trust established for the sole purpose of undertaking and promoting source water protection work within the watershed that supplies water to the city of Nairobi and its environs. The Trust mobilizes financial, material and technical support from both the public and private sectors, which they channel to upstream watershed keepers to continue conservation work with three clear goals, namely (i) Conserved Nature (ii) Clean Water for all (iii) Community Livelihood Benefits for the participants.

The Trust has a fully functional Board of Trustees (BOT), with ten Trustees, a Board of Management (BOM), with nine directors, and a Counties Advisory Committee (CAC) comprising of eleven members. The Trust is fully functional with full time staff and collaborating with relevant national and regional government agencies. The Trust further engages local NGOs to lead frontline conservation work.

The Trust has provided conservation investments worth at least one million dollars annually, in line with their 2015 Business Case 2.0. So far, the Trust has been able to reach over 200,000 farmers occupying most of the highly erodible and degraded parts of Upper Tana. These farmers are now growing over 5 million trees, have developed over 15, 000 farm rainwater harvesting ponds and are practicing numerous sustainable land management technologies. There is a significant number of successful case stories and testimonies from the beneficiaries and the number keeps growing by the day.

Rationale of engaging an Executive Director

The Trust is an independent charitable organization guided by a 5-years strategic plan seeking to engage a visionary leader to guide its establishment and provide both the strategic and operational leadership needed to fully implement the strategic plan while maintaining and growing relationships with its strategic partners.

The Executive Director implements the vision and strategy of the Trust as approved by the Board of Trustees. The Executive Director is the Chief Executive officer providing leadership, directing staff, supporting the Board of Trustees (BOT) with the assistance and advisory from the Board of Management (BOM) and Counties Advisory Committee (CAC) members and ensuring the Trust's financial and organizational viability. The Executive Director is responsible for the successful leadership and management of the Trust's organization according to the strategic plan approved by the Board of Trustees.

Responsibilities of the Executive Director

Reporting to the Board of Trustees, the Executive Director will have overall strategic and operational responsibility for the Upper Tana-Nairobi Water Fund Trust (Trust) staff, programs, and execution of its mission.

LEADERSHIP

- Responsible for implementation of the overall strategic direction of the UTNWFT in accordance with the vision, mission, values, strategic plan and goals approved by the Board of Trustees.
- Provide oversight in review of policies on an annual basis and recommend changes to the Board as appropriate for the approval of the Board and oversee the operationalization.
- Provide sound professional advisory to the Board of Trustees on all aspects of the Trust's activities, on issues and concerns related to the Trust, and on trends and emerging issues in the external environment.
- Foster effective collaboration between the staff and the Board of the Trustees, as well as teamwork among staff and other supporting partners (BOM, CAC).
- Act as a spokesperson for the Trust
- Conduct official correspondence on behalf of the Trust as appropriate.

PROGRAM MANAGEMENT & COMMUNITY ENGAGEMENT

- Manage all programs and projects ensuring that they are implemented on time and within the approved budget.
- Develop and monitor projects budget in line with allocated funds, in close collaboration with the, the project team and the finance team.
- Foster operational excellence and model the Trust values and norms.
- Ensure compliance with the Trust Standard Operating Procedures, national and local laws and regulations.
- Promote the Trust guidelines and procedures on safety and security.
- Provide oversight towards aligning the Trust conservation goals to the development agenda of the country.
- Manage and monitor relationship with - specific partners, communities, key stakeholders, and implementation partners.
- Relay feedback from partners to the rest of the organization.
- Develop and maintain strong community connections and partnerships and pursue continued innovation and communication with all stakeholders.
- Provide strategic guidance and oversight on community engagement to the Board or to other partners.
- Ensure that the Trust representation at community conservation activities is sustained.
- Establish good working relationships and collaborative arrangements with community groups, funders, government agencies, educational institutions and others as required to help achieve the mission of the Trust.

FINANCIAL, RISK PLANNING & MANAGEMENT

- Provide oversight in ensuring appropriate financial management of the organization's budget, including appropriate bookkeeping and accounting procedures are followed.

- Ensure appropriate and timely reporting to the Board and funding bodies.
- Collaboratively work with the Board to prepare, manage, and execute a comprehensive annual budget.
- Approve expenditures within the authority delegated by the Board.
- Ensure Trust's files and records are appropriately safeguarded and managed.
- Evaluate and identify the risks to the Trust (e.g. impact to conservation partners, staff, management, and donors) with respect to property, finances, goodwill and image and implement measures to control and mitigate the risks thereof.

MARKETING AND RESOURCE DEVELOPMENT

- Act as the principal spokesperson in engaging our partners and stakeholders and effectively communicate the Trust's vision via media and direct channels.
- Lead efforts to create marketing plans and content to increase awareness and partnerships.
- Oversee the development of fundraising sources and plans, develop funding proposals and implement fundraising activities to raise needed funds for projects.
- Develop new revenue sources, such as "PES" (payments for Eco System) schemes, to broaden the funding base of the Trust.

OPERATIONS

- Oversee efficient and effective day-to-day operations of the Trust to ensure adherence to approved policies and procedures.
- Develop and implement operational plans which support the Trust's programs and projects.
- Establish a positive, healthy, and safe work environment in accordance with all relevant legislation.
- Ensure that the Trust meets the expectations of its donors, Board of Trustees and other stakeholders.
- Plan, convene and facilitate effective Board meetings by preparing reports, compiling meeting agendas, proposing topics for discussion/review, determining and initiating follow-up actions.
- Collaboratively work closely with Board sub-committees and ad hoc task groups to support program initiatives.

HUMAN RESOURCES MANAGEMENT

- Provide strategic oversight in organizational development, ensuring optimal staff levels and be responsible for managing staff, volunteers as per the human resources policies, procedures, and practices.
- Coach and mentor staff as appropriate to improve performance.
- Consult with the Board on a regular basis and as needed regarding staffing needs and budgets prior to implementation.

The Duration

It is envisaged that the Executive Director role will be on a four-year contract renewable subject to performance and funding availability. The position is subject to a six-month successful probation period.

Required Qualifications.

- A master's degree and 5-10 years prior experience in leadership role, preferably in an Environment, Business, Agriculture, Natural Resource Management, or related field.
- Experience in developing organizational systems and ability to steer organizational strategy.
- A proven track record of developing and maintaining collaborations and partnerships.
- Experience in developing organizational/ program messaging and marketing campaigns.
- Experience in developing and overseeing budgets and ensuring the financial health of an organization.
- Experience managing staff and volunteers.
- Prior experience working collaboratively with governance organs.
- Written and verbal communication skills.
- Experienced in Operational leadership.

Desired Qualifications.

- A master's degree and 5-10 years prior experience in leadership role, preferably in an Environment, Business, Agriculture, Natural Resource Management, or related field with at least four years in similar or comparable position. Those with additional professional training in strategic leadership, financial management, law or related competencies will have an added advantage.
- Experienced in multicultural environments will be an added advantage.
- Experienced community engagement and championing community voices.
- Demonstrated experience in fundraising and ability to effectively relate to individual, corporate and foundation donors.
- Experience in managing public donor funded projects and best practices.
- Experience in organizational development initiatives.

Term of Service for the Executive Director

The Executive Director role will be on contract for four years renewable contract subject to six-month probation period. The anticipated start date for the position is February 2025.

Applying for the Position of Executive Director

Interested candidates for the position should submit their application comprising a detailed application letter explaining why they are fit for the position, and an up-to-date CV (not more than 4 pages). These should be sent electronically, in PDF format, addressed to: director@nairobiwaterfund.org by **end of day Monday December 30, 2024, East Africa time.**