



Title: Country Director
Reporting to: TTF Board of Directors
Location: Lusaka, Zambia
Assignment Length: One year, renewable by mutual consent and availability of funds

Organization Background

Founded in 2003, Tiny Tim and Friends (TTF) is a Zambian NGO providing high quality medical treatment, social care and counseling support to vulnerable children (OVCs), adolescents and pregnant women living with HIV. We provide age tailored support and treatment to ensure that children and adolescents living with HIV are living positively and healthily and that no child is born with HIV.

Overall Objective:

To support the ongoing growth and development of Tiny Tim & Friends projects, operations, staff and patients. To support the leadership of Tiny Tim & Friends in Zambia to ensure high quality delivery of programs, projects and activities. To ensure consistent funding to support staff and program development. To build ongoing awareness of TTF, at a local level and with our international community.

Organizational & Strategic Development

- To work with the Board of Directors in the USA and in Zambia to ensure TTF's programs and activities are in line with TTF's mission and vision
- Attend all TTF Zambia Board meetings and provide routine updates and forecasts to the TTF Board on organizational projections and finances. Proactively engage TTF Board Chairperson to highlight any challenges or concerns within the organization.
- Support the management team through providing guidance and support in delivering activities and projects
- Support the development of the TTF staff in managing program activities to ensure TTF's work is impactful and achieving agreed objectives.

Project oversight

- Provide guidance and support to clinical, social, project and monitoring and evaluation staff to ensure all activities and programs at TTF are achieving agreed outlined activities, objectives and impact.
- Support staff in developing work plans, log-frames and M&E plans to ensure all projects and programs are working to agreed objectives and in line with the strategic aims and vision of TTF
- Oversee all donor funded programs to ensure that projects are delivering objectives and liaising with donors regarding updates or changes as required.
- Analyse program data to ensure Programs Director and staff are addressing challenges

Fundraising

- Leading and developing the TTF Fundraising Strategy to increase funding through a range of avenues including: foundations, grants, individual giving, major donors and corporate partners
- Effectively managing donor funding to ensure successful delivery of programs and projects and maintain clear communication between TTF and donors.
- Writing high quality grant applications which can provide both project and unrestricted funding



- Researching and managing a dataset of potential and current funders
- Working with the board of directors in Zambia and the USA to develop new avenues for funding and expand income generation for TTF
- Developing and leading new and existing fundraising initiatives to increase funding avenues and donor engagement.

Partnership Development

- To manage all current donors and supporters to ensure clear and open communication channels and successful delivery of projects and activities
- To work with M&E and finance to provide accurate and timely donor reports per donor guidelines
- To build mutually beneficial relationships with local and international partners for the benefit of Tiny Tim & Friends patients and programs.
- To work with the Programs Director to develop activities, projects and programs which build on the services TTF offers to beneficiaries and ensure linkage to care and services with existing organisations within Lusaka and Zambia.
- Represent Tiny Tim & Friends at events, meetings and activities to enable partnerships to be built and TTF work to be showcased within Zambia.

Communications & Marketing

- Ensure donor engagement through sharing impactful and effective donor communications via TTF social media channels, TTF website, TTF newsletters and other avenues
- Manage TTF brand to ensure all communications are in line with TTF branding and communication guidelines
- Writing and compiling compelling editorial for TTF communications and marketing tools
- Responding to donor and partner requirements for external copy and stories.

Financial oversight

- Work with the Finance Manager and Programs Director to set annual budgets for the organisation which are realistic and achievable in line with project requirements and donor funding
- Oversee all donor funding, working with the Finance Manager to ensure regular reporting and successful management of all donor funds to achieve impact

PERSON SPECIFICATION

- Degree level education (preferably in communications, marketing, development or business management) (Essential)
- Significant staff management experience, and the ability to build relationships in cross cultural settings working with multicultural teams (Essential)
- Experience in organisational development and supporting in the growth and expansion of an organisation (Desirable)
- Experience in representing an organisation and building strong partnerships with donors, INGOs and CBOs (Essential)
- Minimum of five years experience in fundraising/ grant management (Essential)



- Experience at least two different fundraising mechanisms including individual giving, institutional donors, corporate partnerships and major donors (Essential)
- Strong writing skills and experience in grant writing (Essential)
- Proven ability engaging partners and donors at a senior level (Essential)
- Proven experience of overseeing and creating communications for an organisation including web updates and development, social media and newsletters (Desirable)
- Experience in project management and managing donor funding (Essential)
- Experience in writing budgets and managing finances (Essential)
- Experience working in a healthcare setting (preferably with HIV) and in working with vulnerable populations (Desirable)
- Experience working within international development (Desirable)
- Strong people management and relationship management skills and the ability to develop relationships with individuals at different seniority within international and local organisations. (Essential)
- Fluent In written and oral English (Essential), local language a bonus.

SKILLS AND BEHAVIOURS

- Holds self and others accountable for making decisions, managing resources efficiently, and achieving results for patients, donors and staff
- Supports TTF staff to deliver activities and programs in the best way possible
- Embodies the values of Tiny Tim & Friends
- Always acts in the best interests of PLWHIV and the vulnerable communities Tiny Tim & Friends work in
- Advocates for the rights of PLWHIV through attitudes, actions and work based activities.
- Acts as a professional and personal role model for other members of the staff by showing commitment to the goals of Tiny Tim & Friends, and inspiring others to do the same.
- Puts the needs of vulnerable PLWHIV first, and develops the same focus within the rest of the organization.

OTHER INFORMATION

Please note this is a local position based in Zambia, therefore candidates will be required to live and work in Lusaka, Zambia. Tiny Tim & Friends is a small local NGO, therefore the successful candidate will work on a local contract, and a local salary. For international candidates TTF cannot provide support with relocation costs. **As a small NGO we can only respond to shortlisted candidates.** We will request references if required.

For more information or an informal discussion please contact Jac Connell, Director, Tiny Tim & Friends: news@tinytimandfriends.org.

HOW TO APPLY: Please submit your CV (No more than THREE sides of A4) along with a cover letter to news@tinytimandfriends.org. Subject line: *Country Director Application*. **Deadline: Wednesday 11th July 2018,** interviews will be conducted on a rolling basis.