

JOB VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTOR

The Balkan Green Foundation (BGF) is seeking a skilled, energetic and committed professional to lead the team and the organization. The Executive Director (ED) serves as the leader of BGF and is its primary public representative. A successful candidate will be able to seamlessly work across the strategic, operational, and administrative aspects of the ED's role with a key focus on organizational development, public relations, fundraising, and leading and managing a high-performance team that will achieve organizational strategic goals.

Deadline for applications:	25 November 2022
Expected start date:	January 2023
Contract:	Four (4) years, upon successful completion of the probationary period
Salary:	Competitive NGO salary
Location of the post:	Prishtina, Kosovo
Reporting:	Board of Directors

About the Balkan Green Foundation

Balkan Green Foundation (BGF) is a regional initiative established to advocate and promote sustainable development in the Western Balkans, specifically concentrating on a number of key topics such as sustainable economic development, environmental protection, energy development, and climate change.

Along with its partner organizations, BGF places a strong focus on advocating for solutions that promote development policies, which are in line with the world's latest developments, global challenges and national agendas for EU integration.

Regional initiatives are undertaken on an ongoing basis to further convey BGF's commitment towards regional sustainability, ensuring the strengthening and advancement of vital policies affecting key sectors, such as energy, environment, and economy.

BGF has been successfully positioned as a key strategic partner for regional and global institutions, organizations, and communities to promote sustainable development, transform innovative concepts into powerful solutions, and strengthen regional and global partnerships.

EXECUTIVE DIRECTOR - RESPONSIBILITIES

Visionary Leadership

- Serves as the visionary leader for BGF.
- Supports operations and administration of the Board by advising and informing Board members and interfacing between the Board and staff in the development of policies and planning recommendations.
- Assists in the selection and evaluation of Board members and Board leadership.

Management and Strategic Planning

- Collaborates with the Board to define and articulate the organization's vision and to develop strategies for achieving that vision.
- Promotes a culture that reflects the organization's values, represents the diverse community, encourages good performance, and rewards productivity.
- Creates and implements systems for communicating effectively with all staff and partners.
- Strives to identify, develop and implement diversity, equity and inclusion practices that are in line with the overall priorities of the organization to be representative of the community it serves while ensuring to attract, hire, retain, promote and maintain a diverse workplace.

Financial

- Oversees the development of annual budgets and operating plans.
- Prudently manages the organization's resources within budget guidelines in compliance with laws, regulations and policies.
- Provides prompt, thorough, and accurate information to keep the Board and team appropriately informed of the organization's financial position.

Fundraising

- Oversees staff in the development and implementation of fundraising plans that support strategies adopted by the BGF organization.
- Serves as the primary steward of donor relationships and facilitates one-on-one engagement with prospective and existing donors to increase incoming funds.
- Oversees the timely submission of grant applications and progress reports for grant management and award compliance.

Relationships

- Serves as the public face and primary spokesperson and representative for BGF.
- Actively advocates for the organization, its beliefs, and its programmatic efforts.
- Acts as a liaison between the organization and the community through partnerships with government, organizations, businesses, and donors that further the mission through cooperative efforts and strategic relationships.

Programmatic Effectiveness

- Oversees the design, delivery, and quality of programs and projects.
- Leads the development of BGF programs for an effective response to external challenges largely affecting the outcome of organizational goals.

- Stays abreast of current trends and anticipates future trends likely to have an impact on organizational outcomes.

Person specification

- Bachelor's degree required. Master's degree preferred.
- Minimum of 10 or more years overall leadership experience with a minimum of 5 years' experience in an executive level/senior management position (Non-profit experience preferred but not required).
- Demonstrated competency in providing management oversight, leadership, and direction. A forward thinker, driven by innovation, transformation, and impact.
- Extensive experience in the following areas: financial management, partnership development, program development and delivery, empowering leadership skills, organization development, strategic planning, risk management, managing diversity, and fundraising.
- Excellent written, verbal and interpersonal skills including working with the team, Board, partners and stakeholders are a must.
- Excellent analytical, communication, presentation, time management and problem-solving skills. The ability to extract and analyze data to make informed decisions about team/organizational development required.
- Proficient in Microsoft Office, and content management systems.
- Fluent in English.
- Able to work flexibly in a friendly and dynamic team.
- Ability and enthusiasm to travel in the region and internationally as necessary.

Application process

To apply, please send your CV (max 2 pages), and cover letter (max 1 page) in English stating your motivation with the subject line Application for ED position at:

recruitment@balkangreenfoundation.org

The Balkan Green Foundation offers an equal opportunity to all people interested and it reserves the right to invite only a limited number of applicants for direct interview for the position.

For further information about the Balkan Green Foundation please visit:

<https://www.balkangreenfoundation.org/>