

JOB DESCRIPTION SE Ghana Executive Director

Job Title: EXECUTIVE DIRECTOR

Country: GHANA

Salary: to be negotiated based on experience

Applications will be reviewed on a rolling basis and position will be filled when a suitable candidate is found. Early applicants will have an advantage.

Interested persons should send their CV and cover letter to info@seghana.net with Subject Line: Executive Director & YOUR NAME.

Please note that only shortlisted applicants will be contacted for interview.

About SE Ghana

Social Enterprise Ghana (SE Ghana) is a network of social entrepreneurs- individuals with innovative and effective solutions to society's most pressing social problems who lead social enterprises. A social enterprise is an organization that uses business strategies to achieve a social or environmental mission. Our mandate is to bring together all the players in the social enterprise sector to build a stronger social enterprise ecosystem and increase its impact.

Social enterprise Ghana is a member-driven organization incubated by Reach for change ,with partnership with British Council, UNDP, Ministry of Trade and Industry, Ministry of Finance, a global network of investment funds, research institutions, private philanthropic foundations, and other organizations.

Position Summary

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for ensuring that SE Ghana continues to expand, fulfils its mission and achieves its goals.

Leadership & Management:

1. Lead SE Ghana to mobilise social enterprises and other key ecosystem players to work together to develop a stronger eco-system for the growth of social enterprise in Ghana.
 - a. **Drive Learning and Innovation:** Connect the social enterprise ecosystem; social entrepreneurs, intermediaries and investors to learn from each other's' experiences and partner in scaling their innovations through country and regional face-to-face

- meetings and an on-line network.
- b. **Research:** Conduct research to broaden understanding of the social enterprise landscape nationally and tell the stories and aggregate the impact of social entrepreneurs.
 - c. **Increase Funding:** Execute strategic programs to increase funding for social enterprises and other ecosystem players.
 - d. **Advocacy & Partnerships:** Advocate for policies and programs that promote social enterprise by drawing in funders, government and other stakeholders. Engage and develop strategic partnerships with funders, sector experts, governments, corporations etc. to develop the ecosystem.
 - e. **Outreach:** Build awareness about Social Enterprise and increase support for and patronage of the products and services of social enterprises.
2. Ensure consistent quality of finance and administration, fundraising, communications, and systems.
 3. Actively engage and energize SE Ghana's members, board, leadership team, action groups partnering organizations, and funders.
 4. Develop, maintain, and support a strong Board of Directors and Leadership Team; serve as ex-officio of each action group; seek and build board and leadership team involvement with strategic direction for activities around the country.
 5. Recruit, lead, coach, develop, and retain high-performing staff for SE Ghana
 6. Ensure effective systems to track progress, and regularly evaluate all activities so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

Fundraising & Communications:

7. **Expand** revenue generating and fundraising activities to support existing program operations and regional expansion.
8. Increase visibility for SE Ghana and its members through effective communications including a strong social media presence, PR and other communications tools to support our mission and create a stronger brand.
9. Represent SE Ghana at various national and international fora using a strong external presence and relationships to garner new opportunities.

Planning & New Business:

10. **Design** the national expansion and complete the strategic business planning process for the program expansion into new markets.
11. Begin to build partnerships in new regions, establishing relationships with the funders, and political and community leaders at each expansion site.
12. Be an external local and national presence that publishes and communicates program results.

Key Requirements:

1. 5 – 10 years of progressively responsible leadership positions, with a distinguished record of relevant accomplishments in the business and/or nonprofit sector.
2. Knowledge or experience working with social entrepreneurs or knowledge on current thinking and practices in the field of social entrepreneurship.
3. Excellent understanding of entrepreneurship development and social sector in Ghana.
4. Experience in a similar position - setting up, project managing, or leading a program in Ghana.
5. Evidence of being an entrepreneurial and strategic leader who is passionate about social change.
6. University degree in business, economics, public administration or a related discipline.
7. Ability to manage multiple, sometimes conflicting priorities and work cooperatively to build networks and satisfy needs of internal and external stakeholders.
8. Demonstrated ability to coach others especially entrepreneurs and help them develop and grow and to work sensitively with diverse people, cultures and communities.
9. Excellent writing and communications skills
10. Good computer skills and familiarity with MS Office (Word, Excel, Outlook, PowerPoint)
11. Ability to understand and use web based applications and platforms.
12. Spoken and written fluency in English.
13. Readiness for some travel.
14. Experience of working with social media platforms, such as Facebook, Twitter and YouTube.
15. Experience as a successful social entrepreneur or a key leader in an entrepreneurial team, that succeeded in scaling an impactful and financially sustainable social enterprise is highly desired.