

JOB TITLE:	Programs Director
REPORTS TO:	Executive Director
DIRECT REPORTS:	Programs & Membership Manager Fundraising & Partnerships Manager Public Relations & Communications Consultant
DEPARTMENT:	Programs & Partnerships Team
LEVEL:	Director
ORGANISATION:	Women in Management, Business and Public Service (WIMBIZ)
JOB SUMMARY:	<p>To support transition and growth plans the Program Director (PD) will have executive level experience and will be responsible for programs' financial performance, managing stakeholders and ensuring compliance to operational guidelines. The PD is responsible for the researching, planning and implementation of successful programs and their outcomes to add value to the organisation. The PD will work with the relevant managers and teams to coordinate operations and ensure that all tasks are carried out efficiently. The Director will have a strategic mindset, leadership and team management skills as well as an ability to multi-task with ease, problem-solve effectively, collaborate, communicate excellently in writing and verbally. The PD will work closely with the ED to drive growth plans and ensure long term sustainability, take responsibility for statutory functions, organisational policies, data protection, identify and mitigate against risks while keeping the ED updated. Also oversee the implementation of organisational strategies, optimize the organisation's planning and implementation capabilities, strengthen fundraising and programs efficiency for revenue generation and assists the ED as requested and directed.</p>
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Initiates and set goals for programs and partnerships according to the strategic objectives of the organisation. 2. Plans programs from start to completion involving deadlines, milestones and processes. 3. Develops or approves budgets and operations. 4. Devises evaluation strategies to monitor performance and determine the need for improvements. 5. Supervises program and partnership managers in providing feedback and resolve complex problems. 6. Discover ways to enhance efficiency and productivity of procedures and people. 7. Apply change, risk and resource management principles when needed.

	<ol style="list-style-type: none"> 8. Read reports prepared by managers to determine progress and address issues. 9. Ensure program operations and activities adhere to legal guidelines and internal policies. 10. Keep the leadership informed with detailed and accurate reports or presentations. 11. Champions the development and effective implementation of the annual HQ strategy within the department. 12. Inspires and mentors' employees to key into the vision of the organisation. 13. Improves and promotes the organisations' vision and culture. 14. Evaluates organisational performance and recommends strategies to improve results. 15. Ensures the conduct of detailed impact assessment of programs and projects in line with the strategic focus of WIMBIZ. 16. Oversees WIMBIZ fund-raising and grant-seeking activities but ensures that acceptance of donations does not create conflicts of interest. 17. Recommends annual programs budget for the ED's review ahead of Board approval and prudently manages WIMBIZ resources. 18. Develops and maintains strategic relationships with key local and international stakeholders to raise funds. 19. Oversees the effective membership recruitment and relationship management of WIMBIZ Associates. 20. Liaises with the ED to review and authorize proposals and requests. 21. Conducts periodic team meetings to establish, communicate and review targets or work plans in line with overall goals. 22. Presents progress reports on deliverables to the Executive Director. 23. Periodically, proactively collate issues, constraints on projects, proffer solutions within own capacity and refer others to the Executive Director. 24. Ensure that all team members carry out their assigned tasks whether virtually or physically under a safe and conducive environment. 25. Periodically evaluate the performance of WIMBIZ staff in line with the agreed performance management process and ensure that feedback and evaluation is done on a timely basis. 26. Act on behalf of the ED in her absence or perform other job duties as assigned by the ED.
EDUCATION & EXPERIENCE:	<ul style="list-style-type: none"> ▪ First degree in any discipline from an accredited institution. ▪ Relevant postgraduate degree from an accredited institution is desirable but not compulsory.

	<ul style="list-style-type: none"> ▪ Minimum of six (6) years cognate experience of which three (3) must have been at a senior executive management level. ▪ Demonstrate experience or track record of intensive involvement in community development programs, activities within the non-profit or development sector, a professional or private sector organisation. ▪ Thorough understanding of project and program management techniques or methods. ▪ Working knowledge of Microsoft Office 365 and good reporting skills. ▪ Business acumen, strategic management analytical mindset, problem-solving, organisational and leadership skills. ▪ Excellent communication skills
REQUIRED COMPETENCY & SKILLS:	<ol style="list-style-type: none"> a. Excellent knowledge of the Nigerian political, economic and social environment as relevant to the social sector. b. Working knowledge of fundraising and development of grant proposals. c. Ability to project manage complex programs, set priorities, and meet tight deadlines. d. Excellent oral communication skills, ability to build influential relationships, present complex issues in a persuasive accessible style to a range of audiences in different settings. e. Excellent motivational and team building skills. f. Ability to ensure the implementation of the use of effective productivity tools for efficient processes at the office for all staff. g. Display a high standard of ethical conduct and integrity. h. Ability to manage multiple programs, work under pressure and meet deadlines in a timely manner. i. Ability to make managerial, administrative and procedural decisions on sensitive, confidential issues and able to prioritize.
KEY PERFORMANCE INDICATORS:	<ol style="list-style-type: none"> a. Achievement of strategic program objectives. b. Completeness and timeliness of annual program workplans. c. Attaining or exceeding fund-raising goals. d. Cost savings between actual and planned budget expenditure. e. Timely completion of programs' performance against work plan. f. Satisfaction of key internal and external stakeholders. g. Achieving or exceeding annual membership growth and satisfaction. h. Quality of project implementation.

To apply for the role, kindly fill in the application link <https://bit.ly/2023wimbizvacancies>, attach your curriculum vitae and cover letter on or before **Monday, June 12, 2023 (12 noon)**. Should you have any difficulty in attaching the documents or an enquiry, kindly send an email to careers@wimbiz.org with the subject indicating the role you are applying for and your full name.