

Managing Director

Reports to: The Board of Directors and Trustees of Gift of Life UK

Job Summary

The Managing Director is responsible for the successful leadership and management of the organisation, implementing strategic objectives as directed by the Board of Trustee/Directors to achieve challenging targets in raising funds whilst keeping a tight control of costs.

Job Duties

1. Leadership & Communications

- Implement the Board of Directors vision and strategic plan to guide the organization
- Develop the communication and marketing plan for Board approval to raise awareness of the fund, identify opportunities to increase no. of events & activities raising additional funds
- Actively engage with 3rd parties creating an excellent network of Marketing & PR Agencies, events, volunteers and donors, the network to be shared and approved by the board with details of benefits and fund raising potential
- Identify, assess and inform the Board of Directors of internal and external issues that affect the organisation
- Act as a professional advisor to the Board of Directors on all aspects of the organisation's activities
- Foster effective team work between the Board and the Managing Director and between the staff
- Excellent relationship management and effective communication and co-operation between Gift of Life and Podari Zhizn to share best practice and value added solutions e.g. social media, networking etc.
- When required and instructed to do so by the Board act as a spokesperson for the organization
- Conduct official correspondence and jointly with the Board when appropriate
- Represent the organisation at community activities and network at business events to enhance the organisation's profile with both communities

2. Fundraising

Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organisation covering;

- Retention of existing donors, corporates and sponsors
- Plans for increasing participation of small donors
- Acquisition and development of corporate support and business sponsorship from smaller companies
- Positive and proactive relationship with large donors
- Actively participate in event activities and look to maximise all potential income
- With Podari Zhizn develop strategies and plans to undertake research, share information and resources to maximise funding ideas and opportunities

3. Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organisation
- Develop and agree with Fundraising and Operations Managers an annual calendar with budgets for resources required to ensure efficient and effective delivery of events
- Oversee the efficient and effective day-to-day operation of the organisation and where necessary make structural and system improvements
- Provide the Board with comprehensive, regular reports on event planning, fundraising income and expenditures of the organisation
- Provide support to the Board by preparing meeting agenda and supporting materials

4. Human Resources planning and management

- Determine staffing requirements for organisation
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Ensure that sound recruitment interview and selection of staff procedures are followed
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Discipline staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

5. Financial planning and management

- Prepare and present to the Board to a comprehensive budget and funding proposal for discussion and approval
- Approve expenditures within the budgetary authority delegated by the Board
- Administer the funds of the organisation according to the approved budget and monitor the monthly cash flow of the organisation
- Ensure that the organisation complies with all legislation covering taxation and withholdings payments
- Sign contracts, leases, licenses and binding agreements on behalf of the organisation

6. Risk Management

Identify and evaluate the risks to the organisation's people (staff, management, volunteers, contributors and beneficiaries) property, finances, goodwill and image and implement measures to control risks.

7. Education & Experience

Extensive experience in a senior manager role with a proven track record of success in either a commercial or charity organisation with the personality to promote the charities work to community in UK, board level representatives at corporate companies and many long standing and important donors.

8. Requirements

- Fluency in both Russian and English
- Satisfactory Criminal Reference Check
- Legal right to work in the UK

9. Competencies

- Knowledge of leadership and management principles as they relate to non-profit organisations
- Knowledge of current community challenges and opportunities relating to the mission of the organisation. Knowledge and understanding of Podari Zhizn's work
- Excellent project and financial management
- Ability to deal with non-routine situations
- Can handle emergencies, hostile behaviour and maintain control in frustrating situations
- The ability to work co-operatively with others in a team environment, while providing work direction
- The ability to maintain neat and accurate records
- The ability to communicate effectively both orally and in writing with different audiences
- Ability to maintain confidentiality of all information related to GoL's donors, staff and beneficiaries

- Ability to work flexible hours as required
- Knowledge of work processing and ability to use e-mail and the internet
- Ability to learn fast and strong self-discipline and ability to work under pressure

10. Managing Director should demonstrate competence in the following:

- Adaptability: demonstrate a willingness to be flexible, versatile and or tolerant in a changing work environment while maintaining effectiveness and efficiency
- Behave ethically: understand ethical behaviour and business practices and ensure that our behaviour and the behaviour of others and consistent with these standards and aligns with the values of the organisation
- Build relationship: establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation
- Communicate effectively: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Creativity/Innovation: develop new and unique ways to improve operations of the organisation and to create new opportunities
- Focus on client needs: anticipate, understand and respond to the needs of internal and external clients to meet or exceed their expectations within the organisational parameters
- Foster teamwork: work co-operatively and effectively with others to set goals, resolve problems and make decisions that enhance organisational effectiveness
- Lead: positively influence others to achieve results that are in the best interest of the organisation
- Make decisions: assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the organisation
- Organize: set priorities, develop a work schedule, monitor progress towards goals and track details, data, information and activities
- Plan: determine strategies to move the organisation forward, set goals, create and implement action plans and evaluate the process and results
- Solve problems: assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and or resolve the problem
- Think strategically: assesses options and actions based on trends and conditions in the environments and the vision and values of the organisation

11. Working Conditions

- The role is based in London, working remotely but must be available during week days for meetings if required
- Working week is a normal working week, Monday to Friday, 9am to 6pm, however, flexibility and additional hours required in evenings and weekends to represent charity at public and community events