

| Position Description | |
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| Post: | Executive Director, Institute of Microfinance (InM) |
| Salary: | <i>Negotiable</i> |
| Accountability: | Reporting to the Board of Directors |
| Location: | Dhaka, Bangladesh |
| Purpose and Nature of the Position | |
| <p>The Executive Director (ED) will be responsible to the Board of Directors for the overall delivery of the strategic business plan, whilst providing leadership and credibility to the organisation. The position requires a person with creativity, vision, and a modern and forward looking approach required to build an institution that can command respect in the areas of research, training and relationship building with a host of actors (government, civil society, academic and research organisations, NGOs, donors, media and political circle). Ensuring the delivery of the annual plan, meeting key performance indicators, and specifically research and training targets are paramount to this role.</p> <p>The person needs to be participatory in management style, inclusive in mentoring actions, and creative in carrying forward the Institution to the next level of competence and respect.</p> <p>Key Tasks</p> <p>Organisational Development</p> <ul style="list-style-type: none"> ▪ Work with the Board to develop and execute the strategic business plan ▪ Work with senior management to develop and execute the strategic business plan ▪ Regularly review the strategic business plan, and Annual Work Plan and use these as planning tools for developing the correct organisational skill mix within the organisation ▪ Provide managerial and mentoring support to departmental heads (the management team). ▪ Develop, nurture and maintain links with existing and potential partner organisations, locally, regionally, nationally and internationally ▪ Provide leadership in external relations and communications ensuring the organisation is communicating both its current and future capacity and experience effectively ▪ Attend, participate and develop events which may be appropriate for representing the organisation to potential clients ▪ Maximise the capacity of the organisation by an ongoing understanding of InM's services; evaluate services offered by competitors; and consider market/industry trends to ensure InM's future is sustainable. ▪ Develop and periodically assess the Human Resources and Financial Management Plan to determine their continued relevance and make adjustments, as appropriate. ▪ Prepare budgets and financial plans and ensure their accurate delivery ▪ Ensure transparency and accountability in the handling and reporting of financial transactions. ▪ Maintain effective relationship with DFID/PCU and other partners of Prosper PFU | |

and ensure that the organisation is responding effectively and in a timely manner to requests from DFID/PCU and other partners

- Prepare documents and reports for PROSPER Steering Committee and Coordination Committee Meetings and participate in these meetings
- Prepare reports for the Board of Directors and act as a Secretariat for the monthly meeting of the Board
- Develop strategies for InM's knowledge management functions, including those relating to media relations, advocacy and learning
- Ensure documenting of 'lessons learnt' for organisational learning and strategic directions
- Ensure that the Board is informed of any possible organisational risks and ensure that the risks are mitigated

Administration and reporting

- Assume overall management responsibility for the organisation, providing leadership and management support to the management team
- Provide the board and stakeholders with timely, relevant and accurate information regarding the progress of the organisation
- Manage and mentor the senior management team, as well as senior external consultants and research/training experts
- Maintain overall responsibility for the organisations budget and future income and expenditure
- Negotiate appropriate contract arrangements to develop InM's business capacity whilst taking ultimate responsibility for the delivery of the contract specifications
- Develop appropriate management systems, creating an inclusive and participatory management style which is in keeping with the core values underpinning the operations of InM

Corporate Responsibilities

- Establish quantifiable, appropriate and considerate working relationships with all staff in the organisation in a way which demonstrates respect for their particular role and responsibilities
- Carry out any other tasks and responsibilities as agreed with the Board of Directors

This job description may be reviewed at any time according to the needs of the organisation, in agreement with the Board of Directors and representative members of staff. The Executive Director should always have a willingness to be flexible and be prepared to contribute to InM in any other duties as required.

Personal Specification

- At least 20 years demonstrated experience in managing organisations at a senior level
- Technical skills in research and training
- A solid understanding of microfinance and developmental issues, with particular focus on poverty alleviation

- Experience in business development including the preparation and/or evaluation of proposals (training, research)
- Evidence of experience of contracting and contract management across a range of clients
- Evidence of experience of managing corporate budgets
- A higher degree (*preferably* PhD from an internationally recognised University) in Economics, Finance, Public Administration/Public Policy.
- Preferably experience in change management
- Experience working in or within the private sector
- A demonstrated understanding of the role of NGOs and MFIs in delivering microcredit services both within Bangladesh and Internationally

Personal Traits

- Flexible and adaptable
- Excellent time management and organisational skills
- Comfortable working in a constantly changing environment
- Motivated to actively engage in own learning and development
- Excellent interpersonal and communication skills
- Financial awareness
- Computer proficiency and demonstrated use of management information systems to assist organisational decision-making
- Respect for diversity and gender equity
- Excellence in demonstrated leadership qualities
- Past record of innovations
- Demonstrated superior strategic, critical and analytical thinking skills
- Strong consultative skills. Experience in dealing with non-technical/non-research associates to draw out and understand their thinking and integrate this learning with InM's expertise
- Strong team management skills and demonstrated ability to lead cross-functional team
- Superior influencing and interpersonal skills
- Attentive to detail and yet also keeps “big picture” in mind
- Computer skills (MS Word, MS Excel, MS-PowerPoint).