

## **Managing Director, Tanzania Development Support**

The mission of Tanzania Development Support (TDS) is to improve the quality of life of youth, especially girls, in the Mara region of Tanzania by supporting primary and secondary school improvements and other community-identified priorities. We partner with indigenous organizations in Mara and other supporting organizations, to achieve our objectives. TDS is all-volunteer managed, with a 7-person Board of Directors. We currently have half a dozen active projects in the Mara region. More information is available at <http://tdsnfp.org/>.

Job Summary: Working closely with the TDS Board of Directors the Managing Director will improve TDS' project and fundraising capacity. The Managing Director will maintain relationships with project partners, and ensure consistency in project documentation and deliverables. As a fundraiser, the Managing Director will ensure consistency in donor communication, solicitation, and acknowledgement processes, and work with the Board of Directors and other volunteers to execute solicitation campaigns.

Supervision and Working Environment: The Managing Director will work directly with the Board of Directors but should otherwise be self-directed. He/she will report on activities and progress to the Board of Directors on a biweekly basis. Hours and working locations are flexible, with the exception of scheduled meetings with the Board and other volunteers, partners, and potential donors. This will include meetings during normal business hours and some weekends. Direct project-related expenses will be paid in advance or reimbursed by TDS, but access to a computer and other necessary equipment will be the responsibility of the Managing Director. The Managing Director will be paid every two weeks. After 26 weeks, there will be a formal review of performance by the board.

### Primary Responsibilities:

- In collaboration with the Board of Directors and other volunteers, maintain at least \$70,000 in charitable contributions, and grants. Approx. 50% of hours.
  - Support the Board of Directors in overseeing implementation of TDS projects, including serving as point-of-contact for project and outside partners, and project documentation. Approx. 40% of hours.
  - Participate in bi-monthly Board meetings. Approx. 5% of hours.
  - Consult as needed with the TDS president
- Report biweekly in writing to the TDS Board of Directors. Approx. 5% of hours.

### Qualifications:

- Proficiency with Microsoft Office Suite programs (especially WORD and EXCEL), Salesforce, Mailchimp, and similar programs
- Comfortable with a flexible work environment/telecommuting/being "an office of one."
- Experience in nonprofit administration or management, fundraising, grant writing, and networking are preferred.
- A successful candidate will have an entrepreneurial attitude to further expand and develop this position.

Compensation: \$21.00 per hour, not to exceed 1,040 total hours between April 1, 2018 and March 31, 2019. TDS will also pay associated employer FICA costs. Extension of the position is possible, dependent on performance.

**To apply, please send one PDF document, including a cover letter and CV/Résumé to [mgqdir@tdsnfp.org](mailto:mgqdir@tdsnfp.org). Finalists will be expected to provide three professional references.**