

Executive Director Role and Responsibilities

1. Role of the Executive Director

The Executive Director is responsible for the overall operation, performance and success of Solidarity with South Sudan and for its transition to a sustainable future.

- Support the Board in delivering its objectives efficiently and effectively, complying with all its legal and regulatory obligations and maintaining high standards of corporate governance.
- Contribute to and oversee implementation of the Board's strategy.
- Maximise the efficient use of all Solidarity with South Sudan's human, financial and other resources.
- Ensure the transition of projects in sustainable form to the people of South Sudan in light of the Strategic Plan of the organization.
- Ensure the development of a sustainable funding programme.
- Manage Solidarity with South Sudan's external relationships both nationally and internationally.
- Have an overview and awareness of the legal requirements for the legal entities which make up the project.

2. General Responsibilities

The Executive Director's job objectives involve the management of all staff and system capabilities so as to support the achievement of the organisation's objectives as expressed in the Ends Policies:

- A shared responsibility with the Operating Bodies for the achievement of the Ends Policies
- Implementation of assigned annual goals, which support the Board's Ends policies
- A staff that is open and responsive to the needs of member groups and their requests for support
- Competency, continuity, progression, and succession of staff support
- Continuity of operations in light of rotation of volunteer leaders, balanced with receptiveness to change
- Two staff persons fully informed about and capable of performing functions of the Executive Director, in case of unexpected loss of the Executive Director
- A staff succession plan

- Staff compensation and benefits consistent with the market for employee skills and experience
- Staff treated in a manner consistent with the Solidarity with South Sudan ethos
- Accurate, concise, and timely information, and counsel needed for the work of the Governing Board, Board Committees, Operating Bodies, and Affiliates, including the processes imposed by the Governing Board governance system
- Fiscal stability, viability, and the financial competency to meet service obligations to members and Donor agencies
- Holding the fundraising officer accountable for the achievement of targeted annual net revenue
- Preparation of detailed annual budget for all non-fundraising operational costs of the organisation outside of South Sudan (office, staff, travel and Governing board expenses etc.) to be approved by the finance committee and Governing Board
- Identification and communication to the Governing Board of strategic opportunities for Solidarity with South Sudan
- Safety of Solidarity with South Sudan's assets and legal status
- Proper security, protection, and risk management of assets
- Avoidance of any activity, which would put Solidarity with South Sudan's tax status at risk
- Safeguarding against and immediate suspension of illegal activity by any Board committee or Operating Body
- Proper notice to organizations found to be misusing Solidarity with South Sudan's name
- Accurate, timely, and inclusive information needed for the successful operation of Solidarity with South Sudan
- Performance - monitoring data on Operating Bodies at the frequency established by the Governing Board for applicable criteria
- Performance - monitoring data on the Fundraising Director at the frequency established by the Governing Board for applicable criteria
- Relevant trends, material incidents and developments, significant decisions, threatened or actual legal jeopardy, changes in the assumptions on which the Governing Board or Operating Bodies policies have been based
- Optional points of view and counsel necessary for fully informed Governing Board choices
- Favourable perception of Solidarity with South Sudan among key leaders in industry, government, including a favourable image of the Executive Director, developed by working cooperatively with Solidarity with South Sudan leadership
- Mechanism for official Governing Board, Board Committees, and Operating Bodies communications to ensure a high level of Board Member awareness

- Enhance the image of the President as the Solidarity with South Sudan leader and spokesperson for the organization.

3. Specific Responsibilities

Administration

- Promotes the vision and ideals of the organization among the members, staff, and other organizations associated with Solidarity.
- Provides leadership and coordinates with the Associate Executive Director in developing programs and organizational and financial plans and in implementing decisions and policies authorized by the Governing Board.
- Ensures that the organization has a long term strategy to achieve its vision and mission in a timely way, and keeps the Governing Board informed of progress, the condition of the organization, and important factors influencing it.
- Maintains communications and relationships with the Sudan Catholic Bishops' Conference through the bishop liaison, and with each bishop in whose diocese Solidarity projects are carried out.
- Encourages principals of the Solidarity education, health, pastoral, and agricultural projects to have long term personnel and financial plans.
- Oversees the legal entity in South Sudan.
- Maintains official records and documents and ensures compliance with legal regulations.
- Convenes and chairs regular meetings of the South Sudan Management Team.
- Organizes the Annual Assembly of Solidarity members in South Sudan.
- Receives regular reports from the Associate Executive Director and the minutes of committees and working groups constituted by the Governing Board.
- Plans the twice yearly meetings of the Governing Board with the President, Vice-President, and Associate Executive Director and attends these meetings.
- Serves as a member of the Executive Council.

Personnel

- Promotes the vision and mission of Solidarity and facilitates the building of good working relations among Solidarity personnel, volunteers, and the local Church and communities.
- Identifies personnel needs in consultation with the South Sudan Management Team, recruits locally, and as may be required, requests the Associate Executive Director in Rome to recruit internationally, persons with the required qualifications and give employment and release of personnel as needed.

- Ensures that job descriptions are developed, regular performance evaluations are carried out, and sound human resources practices are in place and followed locally, in accordance with the Solidarity Personnel Handbook.
- Appoints personnel to the Solidarity projects and communities, in consultation with the South Sudan Leadership Team, in line with stated policy to bring local Church more and more into the decision making aspects of the project.
- Meets regularly with Solidarity members and employed and voluntary staff in South Sudan to build relationships and gain insight from the lived experience of personnel.
- Fosters community life among the religious members, following guidelines provided in the Solidarity Personnel Handbook.
- Provides for the development of an effective management team for the various projects and institutes in South Sudan, with a focus on empowering the local Church for greater involvement and responsibility.
- Serves as the link between personnel in South Sudan and the Governing Board.

Finance:

- Is responsible for maintaining sound financial practices in the overall organization.
- Receives financial reports of the overall organization, and supervises and works with the financial officer(s) for understanding the financial implications of the project.
- Receives the yearly budget from each of the principals of Solidarity projects.
- Is responsible for putting together the budget for the central administration of the project in South Sudan.
- Maintains regular contact with the chair of the finance committee of the Governing Board, providing information and reports as required.
- Ensures that descriptive and financial reports from the specific projects are prepared and sent to the Fundraising Director and donors in a timely manner