EXECUTIVE DIRECTOR JOB DESCRIPTION

Status: Full-time position
Location/Time: Flexible, but able to accommodate frequent group calls in international time zones (usually but not limited to 2pm - 6pm GMT)
Application Deadline: 16 April 2021

SUMMARY
The International Education Funders Group (IEFG) is an affinity network of foundations and donor-advised funds that supports basic education in the Global South (low and middle-income countries). In terms of scope, the IEFG is similar to an international industry association - it is not a grantmaker itself, nor does it engage in advocacy. Its purpose is to help its grantmaking members have a stronger voice and impact in education by improving their strategic analyses and thinking, informing and supporting their grantmaking, and providing opportunities for collective learning and action. The IEFG organizes a series of member-curated events and learning products each year, including two bi-annual conferences, numerous subgroups working groups, and regional/subsector affinity groups, as well as occasionally helping facilitate the philanthropy constituency’s voice in international policy arenas.

Following eight successful years of growth and establishment of the IEFG in the international field, the present Executive Director is passing on the baton as the IEFG enters the next phase in its development. The IEFG is therefore looking for an Executive Director to work closely with the Steering Committee, to hone the current IEFG strategy in light of the changing technological and spatial opportunities that have emerged under Covid-19, to strengthen the members’ value-add of the network, to effectively lead the current staff team of three, and to add key talent and capacity building to ensure the network’s goals and aims are met.

The IEFG is hosted by Global Dialogue, a non-profit enabling innovative and collaborative philanthropy, which is registered as a charity (1122052) and a limited company (05775827) in England and Wales.

POSITION OVERVIEW
The Executive Director is responsible for shepherding the IEFG’s strategic vision and providing leadership to maximize the expertise, partnership, and collective voice of the organization’s membership to advance philanthropy that supports education in low and middle incomes.

The Executive Director provides:
- vision and leadership
- membership engagement and network program design
- management, governance, fundraising and operations oversight
- external engagement and influencing
The Executive Director is an ex-officio, non-voting member of the IEFG Steering Committee.

PRINCIPAL RESPONSIBILITIES

Vision and leadership
Working collaboratively with the Secretariat staff and Steering Committee, the Executive Director will manage the pivot of IEFG activities in its Strategic Plan to meet the new post-Covid demands of the network, and carry the IEFG into a period of greater collaborative networking.

Innovative membership engagement and network program design
Acting as a thought leader, the Executive Director will build upon the current momentum within the IEFG to leverage the assets among its membership to drive greater collaboration, engagement, and inclusion among members. In partnership with the IEFG Director of Programmes, the Executive Director will utilize existing and new relationships with other funders groups to expand the IEFG’s knowledge of methods and models of collaboration, strengthen the IEFG’s current service areas, and create additional unique network programs and approaches to meet members’ needs. Furthermore, in collaboration with the Secretariat staff, the Executive Director will continue to develop innovative means of information exchange both within and beyond the IEFG membership. As part of member engagement, the Executive Director is responsible for fundraising and revenue generation necessary to support the IEFG’s operations.

Management, governance, and operations oversight
As a supportive and adaptable leader, the Executive Director will oversee the Secretariat staff (a team of three) and work under the guidance of the Steering Committee to direct, manage, and carry out the day-to-day functions of the organization.

Examples of major duties include:

- Provide overall oversight of the network’s finances including developing the annual budget, raising all revenue, authorizing all expenditures, maintaining and reporting to the Steering Committee accurate financial records of revenues and expenses.
- Manage grant applications and reporting.
- Manage Secretariat staff and any/all consultants.
- Maintain regular communication with the Steering Committee by conference calls and occasional face-to-face meetings, and capitalize on opportunities to further develop Steering Committee capacity and leadership.

External engagement and information exchange
The IEFG is primarily an internally-facing network. However, as the reputation of the IEFG has grown internationally, the importance of external engagement has also grown. As such, the Executive Director will continue to support a space for philanthropic voice on education in low and middle-income countries. She/he will aim to foster current relationships with other key stakeholders within the
education sector and across related sectors, and will identify and cultivate new opportunities to build additional partnerships that advance the IEFG’s strategy.

QUALIFICATIONS

Leadership (descending in order of importance)

- Exceptional strategic vision, with demonstrated ability to see beyond current issues to trends in philanthropy, international education, and wider society, and then skillfully, strategically, and diplomatically engage in catalyzing collaborative action
- Strong leadership skills and ability to lead and manage a small team
- Relationship skills to manage and broker multi-stakeholder collaborative partnerships
- Flexible, results oriented and resilient (i.e. social entrepreneur’s can-do and problem solving skills)
- Ability to work across multiple communication platforms, in particular integrating new modes of communication
- Cultural sensitivity

Knowledge / Technical skills (descending in order of importance)

- Prior experience in large cross-country networks and governance related to networks, including balancing the dynamics of different-sized members
- Excellent communication, facilitation, both in-person and virtual
- Understanding/experience of international policy processes and/or international development with a particular focus on International education
- Understanding/Experience in philanthropy and/or grantmaking practices and approaches
- Fundraising acumen: Experience with donor cultivation and managing donor relationships
- Event management skills
- Nonprofit management experience

TERMS AND CONDITIONS

Hours: Full-time position.

Salary & Benefits: The IEFG offers a competitive salary package, commensurate with experience and location. If the successful candidate is UK-based they will be appointed on an employed basis, with a range of benefits including 25 days’ holiday plus bank holidays (pro rata). Global Dialogue contributes 6% to its workplace pension, has a flexible working policy, and offers personal development leave. If the successful candidate is based outside the UK, they will be offered a consultancy with comparative compensation.

Terms: Permanent contract, subject to funding, with a six-month probationary period. The Executive Director is employed by Global Dialogue (who is the IEFG’s host).
**Location:** The IEFG team works remotely, and this role is home based. The IEFG membership is spread out internationally - a third in North America; a third in Europe; and a third diversely spread across the world. There are frequent group calls in international time zones (usually but not limited to 2pm - 6pm GMT), in addition to operational calls with the host and IEFG team members who are currently based in UK / European / Middle East time zones. The successful candidate will be given the opportunity to hire an office administrator within their time zone.

**Reporting:** IEFG Steering Committee + Global Dialogue Executive Director

**Direct reports:** IEFG Secretariat team of 3: Director of Programmes; Programmes & Communications Officer; and Office Administrator.

**HOW TO APPLY**

Please send an email to info@global-dialogue.org by 6pm BST 16 April 2021 with the phrase IEFG Executive Director and your name in the subject line. Please attach a CV and 1-2 page cover letter setting out why you are interested in this role and how you meet the criteria. Please also include a list of 3 references.

The IEFG is using an independent resume screener to shortlist promising candidates. This screener may reach out to you for a brief clarifying conversation. Following, candidates who have been shortlisted will be contacted by the IEFG Hiring Committee for two rounds of interviews the weeks of May 3 and May 10. The successful candidate will have a start date of between June 1 and 1 September 2021.

The IEFG is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability, or sexual orientation, or to any other class of individuals protected from discrimination. Diversity in international grantmaking spaces is important to the IEFG, and as such we welcome diverse qualified candidates to apply for the position, particularly candidates who have strong connections to low and middle income countries where IEFG members serve. People from all backgrounds are encouraged to apply.

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our Privacy Notice for job applicants.