



Job Title	Executive Director
Organization	Footwork: the International Podoconiosis Initiative, a project of New Venture Fund
Location	U.S.
Description	<p>Footwork is a nearly two year old organization that was founded to bring together public and private partners to support prevention and treatment of podoconiosis. Footwork encourages integration of podoconiosis control into efforts to eliminate other Neglected Tropical Diseases, and works with those active in other related diseases of the foot.</p> <p>The newly-created full-time position of Footwork Executive Director (ED) reports to the Footwork Executive Committee and will be responsible for setting Footwork’s strategic direction, managing Footwork staff, and executing against that strategy.</p> <p>The ED brings leadership, subject-matter experience and passion for building a global movement to cause podoconiosis to be effectively eliminated as a health issue worldwide within our lifetimes. The ED’s work will be that of accelerating the progress of a coalition of entities and individuals and to lead, inform, organize and coordinate their efforts to deliver medically- and scientifically-sound, scalable and resource-efficient approaches to reducing the prevalence and impact of the disease.</p> <p>The ED is responsible for ensuring the organization meets annual fundraising goals, including development of new relationships with corporate, philanthropic, individual and government grant-makers and sponsors. The ED will also work with Footwork Fiscal Sponsor New Venture Fund (NVF) to ensure accurate and timely financial reports for presentation to the Executive Committee are developed, and ensuring Footwork’s compliance guidelines for special projects of New Venture Fund as an IRS-registered 501(c)3.</p> <p>The Executive Director is responsible for developing and implementing a strategic plan, spearheading fund-raising strategies and bringing together public and private partners so their resources, reach and leverage may be effectively used to eliminate podoconiosis.</p>

Responsibilities **Organizational Leadership**

- Provide on-going input and guidance to the Executive Committee on organizational strategy and needs. Work with the Footwork Advisory Committee and partners to develop and implement a multi-year strategic plan.
- Develop and execute annual operational plans and performance metrics.
- Organize, prepare for and follow up on bi-annual Executive Committee meetings and ensure proper governance procedures are followed.
- Engender active engagement of the Advisory Committee, working closely with the Founder, Prof. Gail Davey to actively draw them into their roles as critical leverage points and advocacy/implementation partners for Footwork.
- Build, maintain and oversee strategic relationships with governments, NGOs, corporate and foundation partners, and donors.

Finance and Operations Management

- Develop and effectively manage multi-year budgets consistent with strategic plans.
- Lead process for grant-making, including an annual docket of grantee recommendations, as well as monitoring grantee quarterly reports, data collection and quality, and capture and deployment of storytelling elements from each grantee.
- Produce timely, reliable and useful financial reports and analyses for Executive Committee.
- Ensure Footwork's adherence to NVF's financial and operational policies, procedures and requirements.
- Work in concert with NVF to manage multiple vendors, contractors, and consultants to achieve Footwork's objectives, including but not limited to legal counsel, marketing consultants, policy experts, insurance, accounting, and technology providers.
- Establish and implement best practices to ensure that the proper infrastructure, connectivity, policies, processes and controls are in place for Footwork to run effectively and efficiently as an increasingly well-funded and vibrant organization.

Relationship Development and Management

- Build and maintain relationships at the highest levels with a growing portfolio of targeted organizations and individuals in the public and private sector and academia, cultivating generative relationships with each that drive investment of resources and programs by third parties to help Footwork build momentum towards achieving its vision.
- Develop Footwork's strategy for diversification and growth of funding streams, reaching out to develop and cultivate the relationships needed to secure revenue that will support for Footwork's operating expenses as well as a growing pool of annual grants.

Strategic Program Design and Communications

EXTERNALLY:

- Work with partners to initiate and drive creative, regular media and communications to significantly raise the profile of podoconiosis among those who can contribute the range of resources necessary to end podoconiosis worldwide in our lifetime.

INTERNALLY:

- Define, monitor and spearhead delivery against the strategic goals within Footwork's three programmatic areas: advocacy/awareness, research/data collection, and intervention.

Implementation and Team

- Coordinate Footwork’s international activities work with partners in endemic countries. Proactively identify needs and strategically prioritize and help catalyze support for local NGOs as each podo-endemic country begins its journey towards awareness, education, treatment and prevention of podoconiosis for their own people.
- Oversee strategies and best practices needed to recruit, retain, train manage and support Footwork’s workforce.
- Ensure the alignment of HR systems, benefits, performance management system, and compensation policies.

Person specification

Skills and abilities	Essential	Desirable
Ability to manage complex organizational budgets including projections, financial reporting, analysis of P&L, and budget variance.	X	
Proven direct and indirect people and project management skills	X	

Knowledge	Essential	Desirable
Master’s Degree or equivalent in global health, development, business, international affairs, political science, non-profit management or related field.		X
Scientific, medical and/or on-the-ground global health experience in developing countries		X
Knowledge of endemic-country language(s)		X

Experience	Essential	Desirable
Proven leadership and network-development skills at a senior or executive level.	X	
5+ years’ experience in international development. Expertise or strong interest in global health – particularly NTDs.		X
Experience in fomenting, leading and creating substantial impact from public-private partnerships.	X	
Experience in fundraising and donor/partner development, both strategic and practical.	X	
Experience traveling and ideally, living in, developing countries.		X

Personal attributes and circumstances	Essential	Desirable
Ambitious self-starter with the ability to conceive and deliver high-impact results.	X	
Excellent writing and communications skills; well-spoken and able to compellingly represent Footwork and the podoconiosis movement publicly, domestically and on a global stage.	X	
Culturally sensitive and able to work graciously and effectively with non-English speaking stakeholders.	X	
Able and willing to travel domestically and internationally for up to 2-3 weeks at a time, as needed (1-3 international trips per year).	X	

Compensation Commensurate with experience

How to Apply Interested candidates are encouraged to discuss the position informally with Professor Gail Davey, current Director of Footwork, g.davey@bsms.ac.uk. Email CV and cover letter to Global-Health-Research-Administrator@bsms.ac.uk ensuring that the subject line states 'Footwork Executive Director'

Closing Date June 30th 2014 (5pm BST)

Telephone interviews will be held in the week beginning July 14th 2014

Footwork is a project of New Venture Fund, which is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.