

## ORGANOGRAM



## Executive Director

- **Strategic Leadership:** Define and oversee the overall strategy, mission, and vision of the initiative, ensuring alignment with its goals and long-term sustainability.
- **Representation:** Act as the primary representative of the initiative, engaging with stakeholders, partners, and funders at external meetings, events, and key forums.
- **Team Supervision:** Provide guidance, direction, and support to the leadership team, fostering collaboration and accountability across departments.
- **Resource Allocation:** Approve budgets, monitor financial performance, and ensure proper allocation of resources to meet organizational priorities.
- **Partnership Management:** Build and maintain strong relationships with key partners, sponsors, and funders, securing their ongoing support and engagement.
- **Compliance Oversight:** Ensure adherence to all legal, regulatory, and ethical standards, safeguarding the initiative's integrity and operations.
- **Strategic Planning:** Lead the development, execution, and regular review of the initiative's strategic plan, adapting to emerging opportunities and challenges.
- **Board Engagement:** Provide regular updates, reports, and recommendations to the board or advisory team, ensuring alignment with organizational objectives.
- **Crisis Management:** Address and resolve high-level operational or strategic challenges, ensuring the stability and growth of the initiative.
- **Public Relations:** Serve as the primary spokesperson for the initiative, promoting its mission and programs to build credibility and attract wider support.

## Programs Department

- **Program Development and Oversight:** Manage, and oversee all programs, ensuring they align with the initiative's mission, vision, and strategic goals.
- **Team Coordination:** Collaborate with trainers, facilitators, and team members to ensure seamless program delivery and address challenges effectively.
- **Monitoring and Tracking:** Track program progress, ensure timely achievement of milestones, and implement necessary adjustments for continuous improvement.

- **Reporting:** Prepare detailed and periodic program reports for both internal stakeholders and external partners, showcasing achievements and impact.
- **Participant Recruitment:** Oversee the recruitment, onboarding, and orientation of program participants, ensuring inclusivity and transparency in the selection process.
- **Impact Assessment:** Partner with the Monitoring and Evaluation Officer to assess the effectiveness of programs, measure outcomes, and make data-driven recommendations for future activities.
- **Budget Management:** Develop and manage program budgets, ensuring cost efficiency and strict adherence to financial guidelines.
- **Quality Assurance:** Maintain the highest standards of program delivery by implementing best practices and ensuring inclusivity, relevance, and participant satisfaction.
- **Problem-Solving:** Troubleshoot and address any challenges or issues that arise during program implementation, ensuring smooth operations.
- **Stakeholder Engagement:** Act as a key point of contact for program-related inquiries and collaborate with stakeholders to refine and enhance program offerings.

## **Fundraising, Partnership & Engagement**

- **Identify Funding Opportunities:** Research and identify potential funding sources, including grants, sponsorships, donations, and partnerships with organizations, groups, and individuals.
- **Grant Writing and Proposals:** Work with development Unit to create compelling grant applications, sponsorship letters, and partnership proposals tailored to potential funders' goals and priorities.
- **Build and Maintain Relationships:** Establish and nurture relationships with donors, sponsors, philanthropic organizations, and partners to ensure long-term support for the initiative.
- **Fundraising Campaigns:** Plan and execute innovative fundraising campaigns and events to generate resources for the initiative.
- **Donor Communication and Stewardship:** Create and manage donor communication strategies, including appreciation and acknowledgment efforts, to maintain donor engagement.
- **Negotiate Partnership Terms:** Collaborate with stakeholders to negotiate mutually beneficial partnership agreements.
- **Tracking and Reporting:** Monitor fundraising efforts, provide regular updates on outcomes, and ensure transparency in documenting funds received and utilized.
- **Impact Reporting:** Develop donor impact reports, showcasing program achievements & the value of donor contributions.
- **Database Management:** Maintain a comprehensive database of donors, sponsors, and funding opportunities for strategic planning and relationship management.

- **Collaborate with Leadership:** Work closely with the Executive Director and other key team members to set and achieve funding goals and ensure alignment with the initiative's objectives.

## Development and Strategy

- **Develop Strategic Plans:** Design and implement strategic plans to guide the initiative's activities, ensuring alignment with its mission and long-term goals.
- **Create Operational Documents:** Develop and maintain Standard Operating Procedures (SOPs), templates, and other key documents to standardize processes and improve efficiency.
- **Event Strategy and Oversight:** Provide strategic direction for events, training, and workshops, ensuring they align with the initiative's vision and objectives.
- **Monitor and Evaluate Systems:** Establish systems for monitoring and evaluating the effectiveness of programs and events, using data to inform future improvements.
- **Resource Allocation and Management:** Strategically allocate resources to maximize impact while staying within budget constraints.
- **Collaborate Across Teams:** Work closely with all departments (e.g., Program, Training, and Media) to ensure a cohesive approach to development and event planning.
- **Proposal Development:** Draft proposals, presentations, and reports for stakeholders, partners, and funders, highlighting the initiative's progress and potential.
- **Manage Development Roadmap:** Create and oversee an annual development roadmap, outlining key activities, timelines, and milestones.
- **Communications Strategy:** Ensure that key achievements, milestones, and initiatives are effectively communicated to internal and external stakeholders.

## Mentorship, Capacity Building, and Training

- **Program Implementation:** Work closely with the Development unit to plan and execute mentorship and training programs.
- **Resource Coordination:** Ensure the effective distribution and use of training materials, capacity-building plans, and mentorship resources developed by the Development unit.
- **Mentor and Trainer Engagement:** Assist in recruiting, onboarding, and maintaining relationships with mentors, trainers, and facilitators to ensure program quality.

- **Scheduling and Coordination:** Organize and manage mentorship and training schedules, coordinating with all stakeholders to ensure smooth program delivery.
- **Participant Support:** Provide hands-on support to participants, monitor their progress, and relay feedback to the Development unit and mentors.
- **Workshops and Sessions:** Facilitate or assist in running workshops and training sessions focused on personal and professional growth.
- **Monitoring and Reporting:** Track participant attendance, engagement, and outcomes during sessions and prepare reports for internal review.
- **Feedback and Evaluation:** Gather participant and mentor feedback on mentorship and training sessions to identify areas for improvement.
- **Collaboration:** Coordinate closely with other team members, particularly the Program unit, to ensure mentorship and training activities align with program goals.

## **Human Resources and Admin**

- **Recruitment and Onboarding:** Oversee the recruitment, onboarding, and orientation of staff and volunteers, ensuring they are aligned with the initiative's goals.
- **Team-Building Activities:** Plan and organize team-building events to promote collaboration and improve team dynamics.
- **Meeting Coordination:** Schedule, facilitate, and document minutes during team meetings, ensuring effective follow-up on decisions made.
- **Filing and Documentation:** Manage the initiative's filing system, ensuring proper documentation and easy access to records.
- **Confidentiality:** Safeguard sensitive information, including records and organizational documents, maintaining strict confidentiality.
- **Performance Monitoring:** Monitor staff performance, provide regular feedback, and oversee appraisal processes.
- **Administrative Point of Contact:** Serve as the main point of contact for all administrative issues, ensuring smooth operations across departments.
- **Maintain a database of volunteers:** Keep an up-to-date record of volunteer information, including their skills, experience, and availability, ensuring that the right volunteer is matched to the right role.
- **Conduct post-program evaluations:** Gather feedback from volunteers after each program or event, assessing their experience and identifying areas for improvement in future activities.
- **Develop strategies for volunteer retention:** Create and implement strategies to keep volunteers engaged over time, fostering long-term relationships and ensuring ongoing participation in programs.

## Graphics Unit

- **Design promotional materials:** Create a variety of promotional assets including flyers, banners, and brochures that effectively communicate the initiative's message and goals, ensuring the design is visually appealing and aligned with the target audience.
- **Collaborate with the Media and Publicity teams:** Work closely with both the Media and Publicity teams to develop visual content that complements and enhances the broader communication strategy.
- **Ensure designs align with branding guidelines:** Maintain consistency in all visual materials by strictly adhering to the initiative's established branding guidelines.
- **Create visual materials for social media and website use:** Design engaging visuals specifically tailored for social media platforms and the initiative's website.
- **Manage the design and layout of event programs and reports:** Design the layout and visuals for event programs, reports, and presentations, ensuring all documents are well-organized, easy to navigate, and visually cohesive with the overall branding strategy.
- **Develop infographics to convey data and impact stories:** Translate complex data and impact stories into visually engaging and easily digestible infographics that help the audience quickly understand key messages and outcomes.
- **Maintain a library of design assets:** Keep an organized library of design assets, including templates, images, icons, and graphics that are easily accessible for team members to use, ensuring consistency across materials and reducing time spent recreating assets.

## Publicity and Social Media

- **Develop and implement a social media strategy:** Create and execute a comprehensive strategy to promote the initiative's programs on social media platforms, ensuring consistent messaging and alignment with overall objectives.
- **Manage all social media accounts:** Oversee and maintain all social media accounts, ensuring regular posting and interaction with the audience to keep the community engaged and informed.
- **Respond to messages and comments:** Actively engage with the online community by responding to messages, comments, and inquiries in a timely manner, fostering a positive and responsive relationship with followers.
- **Collaborate with the Media and Graphics teams:** Work closely with the Media and Graphics teams to create visually compelling and relevant content that resonates with the target audience and aligns with the initiative's goals.
- **Track and analyze social media metrics:** Regularly monitor social media metrics and analyze performance to identify trends, improve engagement, and expand reach across platforms.
- **Write press releases and distribute to media outlets:** Draft clear and impactful press releases to communicate key updates, news, and achievements, distributing them to appropriate media outlets for coverage.

- **Create and manage email marketing campaigns:** Design and implement effective email marketing campaigns that communicate important updates, promotions, and program highlights to subscribers.
- **Build relationships with bloggers and influencers:** Develop and maintain relationships with bloggers, influencers, and other key stakeholders to help promote the initiative and extend its reach through strategic collaborations.
- **Ensure accurate and timely information:** Maintain accuracy and timeliness in all public-facing communications, ensuring that information shared on social media and other platforms is up-to-date and consistent.
- **Organize online campaigns and giveaways:** Plan and execute online campaigns and giveaways to enhance visibility, attract new followers, and encourage engagement with the initiative.

## Visual and Media

- **Oversee photo coverage for all events and programs:** Manage all photographic aspects of events and programs, ensuring comprehensive visual documentation of key moments and activities.
- **Edit and produce high-quality photos:** Edit and enhance photographs to ensure they meet professional standards, aligning with the initiative's branding and visual identity.
- **Maintain a library of multimedia assets:** Organize and manage a well-maintained library of photos for easy access and future use, ensuring that all images are categorized and archived properly.
- **Ensure alignment with branding and messaging:** Ensure that all photos produced align with the initiative's branding, messaging, and tone, reflecting its mission and values.
- **Provide live photo coverage for major events:** Capture live photos during significant events, ensuring key moments are documented in real-time for immediate distribution or post-event use.

## Monitoring and Evaluation Unit

- **Collect and analyze data to assess program impact:** Gather relevant data from various sources, including surveys, interviews, and focus groups, and analyze it to evaluate the effectiveness and impact of programs.
- **Prepare detailed reports on program outcomes:** Develop comprehensive reports that summarize the outcomes of initiatives, providing actionable insights and recommendations for improvement.
- **Conduct surveys, interviews, and focus groups:** Design and implement data collection tools such as surveys, interviews, and focus groups to gather feedback from participants and stakeholders, ensuring that all data is ethically collected.
- **Track and measure success against KPIs:** Regularly track and assess the performance of programs based on established key performance indicators (KPIs), ensuring objectives are met and adjustments are made when necessary.



- **Develop and implement monitoring frameworks:** Create and manage frameworks for monitoring and evaluating program activities, ensuring that all processes are consistent, effective, and aligned with the initiative's goals.
- **Work with teams to align objectives:** Collaborate closely with other team members to ensure that monitoring and evaluation activities align with program goals and contribute to the achievement of desired outcomes.
- **Identify challenges and recommend improvements:** Identify challenges in program implementation or data collection and provide practical recommendations to enhance program effectiveness and efficiency.
- **Present findings for decision-making:** Present data findings and analysis to the leadership team to inform decision-making and help guide strategic program adjustments or enhancements.
- **Create success stories and impact reports:** Develop success stories, case studies, and impact reports that highlight the initiative's successes and engage stakeholders with compelling narratives of change.
- **Maintain accurate records and databases:** Keep detailed and up-to-date records of all monitoring and evaluation activities, ensuring that data is organized, accurate, and easily accessible for future analysis and reporting.

### **Logistics and Procurement Unit**

- **Plan and oversee logistics for programs and events:** Coordinate and manage all logistical aspects of programs, events, and activities, ensuring smooth operations from start to finish.
- **Manage procurement of materials and supplies:** Oversee the procurement process for materials, supplies, and equipment necessary for programs and events, ensuring quality and cost-effectiveness.
- **Maintain inventory of organizational assets:** Keep an up-to-date inventory of all organizational assets, supplies, and resources, ensuring proper management and availability when needed.
- **Coordinate transportation and delivery of resources:** Organize the transportation and delivery of materials, equipment, and other resources to event and training locations, ensuring timely and efficient logistics.
- **Ensure venues and training spaces are prepared:** Work with venue providers to ensure that training spaces and event venues are properly set up, equipped, and ready for all planned activities.
- **Track expenses related to logistics and procurement:** Monitor and track all logistics and procurement-related expenses to ensure spending aligns with the allocated budget.
- **Prepare logistics and procurement reports:** Generate detailed reports on logistics and procurement activities, tracking progress, challenges, and budget adherence for management review.
- **Troubleshoot and resolve logistical challenges:** Address and resolve any logistical issues that arise during event planning or execution, ensuring minimal disruption to program activities.



## **Finance and Budgeting Unit**

- **Develop and manage budgets for programs and events:** Create comprehensive budgets for all programs and events, ensuring that financial resources are allocated efficiently and within established guidelines.
- **Track and report on income, expenses, and financial performance:** Monitor financial transactions, track income and expenses, and regularly report on the financial health of the organization to ensure fiscal accountability.
- **Ensure compliance with financial policies and procedures:** Ensure all financial practices adhere to organizational policies and industry standards, maintaining transparency and accountability in all financial activities.
- **Manage payments to vendors and service providers:** Oversee the processing of payments to vendors, trainers, and other service providers, ensuring all transactions are accurate, timely, and documented.
- **Maintain accurate financial records:** Keep accurate and up-to-date records of all financial transactions, ensuring documentation is well-organized and easily accessible for audits and reviews.
- **Prepare periodic financial reports:** Prepare and present periodic financial reports to management and stakeholders, providing insights into the organization's financial status, trends, and key performance indicators.
- **Monitor program spending:** Track program spending closely to ensure expenditures align with budget allocations, identifying any discrepancies and adjusting as necessary to stay within budget.
- **Advice on cost-saving measures:** Provide recommendations on ways to reduce costs and optimize resource usage across programs and operations, ensuring financial efficiency.
- **Support fundraising efforts:** Provide essential financial data, forecasts, and projections to support fundraising efforts, helping to secure resources for future initiatives.
- **Collaborate on long-term financial strategies:** Work with the Executive Director to develop long-term financial plans, ensuring the organization's sustainability and strategic growth.