

# We are hiring an Executive Director!

<http://www.twende-tanzania.org>

## About us:

Twende is a social innovation center in Arusha, Tanzania, working towards a world with more local technology solutions to local challenges. **Our mission is to empower people to design and make technologies that solve challenges faced by Tanzanians.** We're well-known for our signature Creative Capacity Building course in our maker-space karakana, also used by local innovators to develop and make prototypes. Examples include:



(From left to right: bicycle-powered washing machine, soap cutter machine, vegetable cutting machine)

Over the past few years, we have worked with 1,300+ people in 25+ primary & secondary schools, women's organizations, farmer's groups, and youth organizations in Arusha and surrounding communities.

Now our team of six is looking for the next passionate leader to streamline and optimize our work to reach more local innovators, support more life-improving technologies, and achieve deeper financial sustainability.

## About the role:

Your job is to lead the Twende team to develop a culture of creativity, self-determination, and continuous improvement, where we follow our values and mission to consistently work toward **our vision: more local technology solutions to local challenges.**

Success means Twende is an inspiring, ecologically-sustainable place welcoming increasing numbers of diverse, driven people who come to gain creative confidence and design skills, in order to collaboratively solve their own and their communities' challenges.

## Your responsibilities will include:

1. Manage team and operations (55%)
  - a. Build a committed team and a creative culture of continuous improvement, learning, and collaboration. Conduct regular performance appraisals motivating staff to deliver their best.
  - b. Set annual targets and detailed annual and monthly budgets, broken down by program.
  - c. Empower staff to increasingly control spending by reflecting on value per program and getting monthly accountability. Maximise re-use of materials and reduce waste.
  - d. Ensure Elimu team maximizes their contribution by delivering as many quality programs as feasible, per year, and increase the number of local innovators who use Twende facilities, advice, and resources to achieve success.
  - e. Manage the Mentor program and coach mentors to ensure more mentees reach their milestones and achieve success. Be a mentor to suitable innovator.
  - f. Recruit qualified, passionate Staff, Volunteers, and Interns through fair and systematic means.
  - g. Create a staff reporting system that enhances output and manage direct reports.
  - h. Ensure the Karakana Team create inspiring, welcoming, ecologically-friendly space.
  - i. Support Staff's professional development.
  - j. When needed, and with support, create multi-year strategic plan, maximizing impact and minimizing risk, while working towards a participant-/user-pays revenue model, for Board approval.

2. Develop new partnerships and fundraise (20%)
  - a. Represent Twende passionately at networking and publicity events, meetings, media opportunities, and conferences.
  - b. Seek out like-minded organisations and groups, and develop relationships with potential Twende users, participants, and partners.
  - c. Find and pursue appropriate funding opportunities, including institutional funders, crowdfunding, and individual donors, to run Twende's programs, on time, and continue operational activities.
  - d. Manage communication with funders for sustainable, long-term funding.
  
3. Manage communications, marketing, and branding (15%)
  - a. Develop and enforce Twende branding guidelines with assistance of Board to maintain a constant professional profile to the world.
  - b. Create interest and demand for Twende by maintaining Twende website to accurately represent Twende's work and impact on participants and the community.
  - c. Generate interest and a following of Twende supporters by creating and sharing news and activity updates, through social media, email, newsletters, local media, etc. with assistance of the Board.
  - d. Generate and sustain interest in Twende by ensuring completion of accurate and engaging Annual Reports, impact reports, and brochures and flyers.
  - e. Assist staff to develop and deliver interesting presentations that engage the community to increase interest and take up of Twende programs.
  - f. Deliver presentations to improve Twende's impact and increase demand for programs.
  
4. Ensure reporting and system integrity (10%)
  - a. Manage Monitoring, Evaluation, and Learning (ME&L) to track progress, to understand outcomes and impact, and to make actionable changes for more efficient, effective programs.
  - b. Report progress against goals and plans, at least quarterly, to Staff and Board.
  - c. Maintain effective policies and procedures balancing controls and freedom, to empower staff to perform at their peak in a low risk, compliant environment.

## **You'll thrive in this role if:**

- You share our passion and commitment for our vision.
- You are a life-long learner. Your formal education matters less than your ability to problem solve.
- You are a leader. You are involved in different community initiatives. You both spear-head and support positive change, small and large, creatively, with limited funding.
- You see potential while also understanding real change requires persistent effort. You work hard.
- You have a proven track record of planning and management responsibilities. Better if you also have experience with business development, entrepreneurship, financial management, and/or monitoring, evaluation, and learning.
- You enjoy mentoring and building capacity of your colleagues.
- You proactively seek out feedback.
- You are a successful fundraiser and/or you have developed successful income-generating activities.
- You have strong attention to detail and an appreciation for quality craftsmanship.
- You show your personal integrity and accountability through transparency.
- You turn conferences, networking, and public speaking opportunities into working partnerships.
- You are experienced with the Microsoft Office Suite, especially Excel, Powerpoint, and Word. More ideal if you are also familiar with Adobe Creative Suite, especially Photoshop, Illustrator, and InDesign.
- You are fluent and comfortable presenting in both Kiswahili and English (written and spoken), and you are a Tanzanian national.

## **You'll fit into Twende if you share our values:**

- Treasure Tanzania: our community and our environment.
- Trust and use the design process throughout all our work, listening to feedback to co-create solutions.
- Believe everyone is creative enough to do more with less.
- Support local and global inclusive innovation ecosystems.
- Work together in diverse teams.
- Strive for excellence.
- Pursue growth and learning.
- Value honesty, reliability, and humility.

Additionally, you should be able to deal with the background noise of grinders, welding machines, and hacksawing – this is a karakana, after all.

## **Why work with us?**

- You are championing a unique movement of creative problem solvers in Tanzania.
- You will witness people picking up hand tools for the first time and making a life-improving technology with their own hands and share in the excitement of people realizing their own potential.
- We are part of global networks, including the [International Development Innovation Network](#), a network of 1000+ innovators from 60+ countries, and [AfriLabs](#), the largest network of African technology hubs, and we facilitate connections for your personal and professional growth.
- We are committed to making our space and community more connected, collaborative, and creative.

## **Important details:**

- Based in Arusha, Tanzania
- 2-year contract with 3-month probation period; full-time
- 40 hours/week
- Reports to Twende's Board of Directors
- Expected start date: 19 March 2018, or earlier

## **Want to apply?**

Please use the application form available at <https://goo.gl/forms/ZxzeT3QkvzvAq0cX2> to apply for this position. Applications are accepted on a rolling basis until a suitable fit is found, but applications received before 29 January 2018 will be given preference.