



TOFO BOARD-RIDERS
ASSOCIATION OF MOZAMBIQUE
TOBAM

Terms of Reference for the position of Executive Director of the Tofo Board Riders Association of Mozambique

Introduction

TOBAM is recruiting qualified personnel to fill all Executive Team positions to develop the organisation and implement its Strategy 2023-2025. While TOBAM aims to develop a professional Executive Team, all positions will be voluntary and unpaid until sufficient funding is secured. Nonetheless, TOBAM expects Executive Team members to perform their roles in a professional manner.

The Executive Director is the Chief Executive Officer of TOBAM. Working under the guidance of TOBAM's President, the Executive Director defines the organization's strategy and is accountable for its implementation and the results achieved. She/he is responsible for the overall leadership and management of TOBAM's operational and program functions, including the recruitment and management of executive team members.

The Executive Director maintains strong relationships with a diverse range of stakeholders that are important collaborators in TOBAM's mission and activities. She/he has the responsibility and accountability to set the tone for the TOBAM's internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of TOBAM in all contexts and is responsible for ensuring this culture prevails across the organization and its external interactions.

Position duration: 12 months with an initial 3-month probationary period.

Reports to: President of TOBAM.

Max. time commitment: up to 12 hours a week – can be revised in discussion with the President.

Responsibilities:

1. Research, develop and adapt TOBAM's strategy.
2. Lead and manage the implementation and monitoring of TOBAM's strategy.
3. Manage and support TOBAM's Operations and Programs teams.
4. Mobilise funding to implement TOBAM's strategy.
5. Build and manage relationships with community members and strategic partners.
6. Represent TOBAM on its operations and programs with external stakeholders.
7. Oversee all external communications, marketing campaigns and social media engagement.
8. Oversee all financial, operational and program activity monitoring, evaluation, and reporting.
9. Support the President to transform TOBAM into a nationally representative organisation.
10. Support the President to form a Board of Directors to realize TOBAM's mission.

Knowledge & Experience:

1. Leadership and senior managerial roles of complex and diverse organisations.
2. Building mutually supportive, multi-cultural teams from diverse communities.
3. Creating innovative strategy and building programs and operational capacity.
4. Working in Mozambique's private sector, public sector, and development programming.
5. Building and managing multi-sector and multi-level relationships and partnerships.
6. Multi-stakeholder consultation and consensus building to solve complex problems.
7. National and international public and private financing models.
8. Project finance and performance management monitoring and reporting.
9. Substantive knowledge and experience in four or more of the following areas: ecosystems management, climate change, sport for development, surfing, governance systems, landscape and seascape planning, entrepreneurship, education, multi-stakeholder facilitation, strategy, funds mobilisation.

Competencies/ skills:

1. Exceptional management skills of people, finances, and systems.
2. Team-building ability and the capacity to instil a culture that values measurable results.
3. Ability to make difficult decisions, managing organizational mission and stakeholder interests.
4. Facilitative approach that enables effective delivery with and through partner organizations.
5. Strong analytical mind and ability to navigate social and environmental trends and pressures.
6. Collaborative, mediator with a strong capacity to translate multiple views into long-term results.
7. Ability to engage and operate effectively at the highest political, social, and corporate levels.
8. Understanding of and an ability to strategically lead on resource mobilization activities.
9. Strong public-speaking, presentation and influencing skills.
10. Fluency in English, Portuguese, digital media, Word, Excel, PowerPoint.