



## LIN CENTER FOR COMMUNITY DEVELOPMENT

### POSITION PROFILE

<b>TITLE</b>	<b>Executive Director (ED)</b>
<b>REPORTING TO</b>	Board of Directors
<b>THE JOB</b>	The ED conducts LIN's operations in accordance with policies set by the Board and in compliance with national laws. We require a self-starter, someone who sets their own goals, delegates and prioritizes, and who can work to build and improve LIN while running daily operations.
<b>RESPONSIBILITIES</b>	<p>Without limiting the job to these activities, the incumbent can expect the following responsibilities:</p> <ul style="list-style-type: none"><li>■ <b>Strategic Leadership:</b> Ensure strategy is appropriate and delivered; Develop business plan, ensure alignment of budget, staff and priorities; Lead, direct and develop staff; Identify and develop partnerships; Build systems to track progress and evaluate program components to communicate outcomes to Board and stakeholders.</li><li>■ <b>Operations:</b> Foster management systems and structures; Analyse successes and challenges with improvements in mind; Track progress on delivering objectives; Facilitate collaboration and strengthen communications; Support consistency throughout LIN.</li><li>■ <b>Financial &amp; Legal:</b> Responsible for overall finances; Develop long- and short-term plans and ensure sound finances; Manage risk and appropriate funding structure and continued value creation; Ensure that LIN fulfills its charter, regulatory and legal obligations.</li><li>■ <b>Fundraising &amp; Donor Stewardship:</b> Lead fundraising; Build, maintain supporter network; Ensure funds allocated properly; Lead efforts to expand revenue sources, identify partnerships with vision to lesson dependency on foreign revenue; Lead donor stewardship activities.</li><li>■ <b>Communications, Marketing and External Affairs:</b> As spokesperson, represent LIN; Lead building and maintaining key stakeholder relations; Communicate results and support press relations; Use external presence and relationships to garner new opportunities.</li><li>■ <b>Governance:</b> Ensure systems and structures sufficient while maintaining professional standards; Report on progress in delivering objectives; Develop proposals for Board; Maintain effective working partnership with the Chair, develop annual meeting schedule.</li></ul>
<b>NECESSITIES</b>	<ul style="list-style-type: none"><li>■ University graduate (degree in Social Work, Public Policy, MBA is preferred, but not essential)</li><li>■ Track record of leading and scaling outcomes-based organization and staff, demonstrated strategic and operational abilities</li><li>■ Commitment to quality programs/services and evaluation, experience at securing funding from private and public sources</li><li>■ Manage and coach staff/teams, setting and achieving objectives</li><li>■ Expertise, or the willingness to acquire expertise in the full range of not-for-profit activities and corporate social responsibility initiatives</li><li>■ Excellent communications and coalition building skills; high integrity and openness combined with commitment to good governance</li><li>■ Keen analytic, project management and problem solving skills</li><li>■ Passion, idealism, positive attitude and mission-driven</li><li>■ Ability to execute on diverse projects simultaneously; comfortable taking initiative and making progress amidst competing priorities</li><li>■ Fluent in Vietnamese and English</li></ul>

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