



**JOB ADVERTISEMENT
DEPUTY CHIEF EXECUTIVE OFFICER
(STRATEGIC OPERATIONS OVERSIGHT, FUNDRAISING AND ADVOCACY)**

Overview of the Organization

Faith to Action Network is a global interfaith organization promoting collaboration among various religious and faith-based groups. Our network spans Bahá'í, Buddhist, Christian, Confucian, Hindu, Muslim, and African Traditional religions. Dedicated to advancing family health, women's rights, gender justice, and inclusive communities, we amplify faith voices, conduct advocacy, and drive social and behavioral change.

Established in December 2011, our secretariat is based in Nairobi, Kenya, with 110 member organizations and 29 collaborating partners across 34 countries. We pride ourselves on being a southern-born, southern-led global interfaith organization.

Faith to Action Network seeks to recruit a deputy Chief Executive Officer as it delivers on its mission to promote social justice, gender equality, and inclusive communities through interfaith collaboration. If you embody our values and possess the necessary skills and experience, we encourage you to apply.

Responsibilities:

Development and Fundraising (European Focus):

- Lead development of fundraising strategies targeting European donors and funding sources.
- Cultivate partnerships with European donors, foundations, and stakeholders.
- Direct grant proposals, funding applications, and fundraising campaigns.
- Maintain a robust funding pipeline, diversify funding streams, and represent the organization to European donors.

Advocacy and Donor Relations

- Design and implement advocacy campaigns targeting European policymakers and decision-makers.
- Engage with European stakeholders to advance advocacy priorities.
- Leverage partnerships to amplify the organization's advocacy efforts in European policy circles.
- Develop advocacy materials, policy briefs, and position papers tailored to European audiences.
- Participate in European forums, ensuring the organization's perspectives are integrated into policy discussions.

Deputy CEO and Strategic Operations Duties:

- Support the Chief Executive Officer in all responsibilities, including vision, strategy, and technical direction.
- Assume CEO responsibilities when necessary, providing leadership and decision-making support.
- Engage stakeholders, represent the organization, and collaborate with the Board of Directors.
- Oversee program performance, activity development, implementation, monitoring, evaluation, procurement, budgeting, and financial accounting.
- Supervise staff and consultants, ensuring recruitment, hiring, and performance management adhere to standards.
- Coordinate with Finance to manage budgets, cash flow, financial indicators, HR budget, and audits.

Annual Planning and Delivery Oversight:

- Lead organizational annual action plans, reporting, and risk management.
- Organize team meetings and ensure risk management framework implementation.
- Oversee Performance Management System, team coaching, and supervision.
- Manage staffing, organizational structure, and performance issues.
- Provide oversight on project implementation, disbursements, and variances.

Qualifications:

- Master's degree in management, Social Sciences, or Development Studies.
- 14+ years' experience with a minimum of three years in management
- Expertise in international development, religion, SRHR, and gender.
- Strong financial management, fundraising, and program quality skills.
- Experience with networks of faith-based organizations and donors.
- Excellent written and verbal communication skills in English; French or Arabic proficiency desired.
- Experience and networks with Europe-based donors is a key requirement.

Location: 50% Europe and 50% Nairobi

How to apply

Interested candidates should submit their applications (CV and cover letter) to HR@faithtoactionnetwork.org by **March 14th, 2024**. Applications should include a full curriculum vitae (including comprehensive details of key achievements and responsibilities, a list of references and current salary) along with a covering letter addressing the job description, academic and professional qualifications and indicating motivation for the role.

Only shortlisted candidates will be contacted. Faith to Action Network is an equal opportunity employer and encourages applications from individuals of all backgrounds, regardless of race, religion, gender or any other diversity and inclusion aspect.