

Malawi Country Director

Reports to: Chief Program Officer, Global

Hours/FLSA: Full Time/Exempt Status

Schedule: Monday - Friday, Weekends when programming requires

Location: Malawi (Kasungu with travel to the South)

How to apply: Please send resume and cover letter to Trekjobs@buildon.org

Application Submission Deadline: Tuesday, January 3, 2017

Overview of the Organization:

Celebrating its 25th anniversary, buildOn continues to embrace its work to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.7 million hours of service in the U.S., and have helped build more than 1000 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role:

buildOn seeks a dynamic international development professional to lead its school construction, adult literacy, and out of school children programs in Malawi. The ideal candidate has demonstrated success in planning, implementation, monitoring and evaluation, budget management, and leading teams. Reporting to the Chief Program Officer, Global, the Malawi Country Director will be an integral part of the Global programs leadership team, leading and engaging smart strategic partnerships to strengthen programming.

This is a great opportunity for someone with a commitment to working directly with local community members for sustainable development. This position is ideal for someone who enjoys being out in the field where the need is most compelling. The Malawi Country Director will be both comfortable working on a construction site and creating strategic partnerships to drive the growth and quality of the program.

Key Responsibilities:

Strategic Development and Program Implementation

- Lead the buildOn Malawi team by managing all activities with strict adherence to buildOn mission and methodology

- **School Construction:** oversee the construction of 41 schools in 2017. (Ensure construction quality and execution of buildOn methodology)
- **Adult Literacy:** Oversee the adult literacy program in 15+ villages
- **Out of School Children:** Further develop and implement a program to enroll 3,110 out of school children annually
- **Trek:** Work closely with Trek Director and Malawi Trek Manager to run impactful Trek experiences for buildOn US and donors
- Assist in planning long-term strategies for buildOn's work in Malawi
- Identify opportunities to promote awareness of buildOn's work in Malawi

Financial Management

- Oversee annual budget to ensure efficient use of resources
- Coordinate with the Finance Officer to prepare monthly financial reports for the home office
- Ensure that adequate financial controls are in place
- Build financial support of buildOn's work in Malawi by researching, identifying, and cultivating new prospects and maintaining relationships with existing donors

Program Management

- Manage, hire, and support local staff for all buildOn programs (school construction, adult education, and Out of School Child program)
- Ensure program quality through frequent field visits to buildOn communities (approximately three days per week)
- Facilitate trainings for new initiatives and to ensure staff development
- Host buildOn staff, donors, and students from the US through the buildOn Trek programs

Communication and Reporting

- Oversee the implementation of buildOn's Monitoring and Evaluation methodology (including monthly submission of Key Performance Indicators)
- Ensure that donor reports and photos are of high quality and submitted in a timely manner
- Represent buildOn in local strategic networks, groups, and forums
- Ensure that experiences, best practices, and successes are documented and shared across the organization

Key Requirements:

- Earnest and sincere commitment to buildOn's Mission and Core Values.
- Requires 4-year degree & a minimum of 3 years' related experience
- Management experience (min 2 years)
- Experience living and working in the developing world (min. 3 years)
- Proficiency/Fluency in English required; Proficiency/Fluency in Chichewa preferred
- Experience supervising construction projects preferred
- Experience establishing and implementing partnership agreements with NGOs and government organizations
- Experience in project management, managing budgets and overseeing program expenditures
- Experience collecting and analyzing data with a focus on Monitoring and Evaluation



- Excellent writing, editing, interpersonal and group communication skills
- Demonstrated ability to provide high-level support to Investors
- Knowledge and experience in the field of Youth Development
- Ability to handle cross-cultural communication sensitively, and to communicate clearly, effectively and persuasively both verbally and written
- Demonstrated leadership and organizational ability to balance and coordinate multiple projects, people, and assignments simultaneously
- Track record of taking initiative and requiring minimal supervision while completing complex assignments
- Proven record of maintaining timely and detailed records and reports
- Highly results oriented & independent work style

buildOn is an equal opportunity employer. For more information about buildOn, please visit: www.buildon.org