



POSITION DESCRIPTION

Title: Country Director, Eastern Congo Initiative (ECI)

Office Location: Goma, Democratic Republic of Congo

Reports to: Managing Director, Eastern Congo Initiative (Seattle, Washington, USA)

About the Eastern Congo Initiative: The Eastern Congo Initiative (ECI) is the only U.S.-based advocacy and grant-making organization wholly focused on working with and for the people of eastern Congo. Founded in 2010, ECI is a project of the New Venture Fund, a 501(c)(3) charity registered in the United States.

We envision an eastern Congo vibrant with abundant opportunities for economic and social development, where a robust civil society can flourish. ECI believes that local, community-based approaches are essential to creating a sustainable and successful society in eastern Congo. We believe public and private partnerships, combined with advocacy that drives increased attention to these problems, will bring about significant change for the people of eastern Congo. To achieve this vision we will be advocates with and on behalf of the people of eastern Congo to:

- Raise public awareness about the tremendous need in the region through highly targeted media and advocacy
- Drive policy change that increases United States and European government engagement in Congo
- Increase the quantity and quality of public and private funding that supports the communities and citizens of eastern Congo, providing local organizations and leaders with the necessary resources to heal and sustain their communities.

ECI will also support Congolese organizations working in the following areas:

- Support for survivors of rape and sexual violence
- Returning and reintegrating child soldiers into their communities
- Community-level peace and reconciliation programs
- Increasing access to health care and education
- Promoting economic opportunity

About the Role:

ECI's Country Director will play a key role in supporting ECI's grant-making work and ECI's work more broadly.

The Country Director will help to identify, vet, and evaluate potential and actual ECI grantees in eastern Congo and will be responsible for ensuring the establishment and management of processes to support ECI's presence in eastern Congo. The Country Director will represent ECI to government officials, NGOs, with select media, and other senior officials in the DRC, in other African countries, in the United States, and Europe.

Key Responsibilities

1. Strategic Direction Setting

- Participate in the development of a cohesive, focused and effective advocacy and grant making strategy
- Create a country office work plan that ensures all activities are aligned with the overall strategy and undertake quarterly, or more frequent evaluations of activities against work plan and strategy
- Participate in meetings with the Advisory Committee or Executive Committee as needed
- Support the development and engagement of a Local Advisory Committee

2. Grant Management

- Oversee the implementation of ECI's grant making strategy in eastern DRC
- Oversee the development of a system for meeting, tracking, and identifying potential grantees in ECI's focus areas
- As needed, work with Managing Director to identify due diligence and monitoring and evaluation partner for ECI
- Establish and maintain systems to ensure effective grant management in partnership with the New Venture Fund (ECI's fiscal sponsor)
- Contribute to the preparation of bi-annual dockets of grantees for approval by ECI Executive Committee
- Ensure timely preparation and submission of grant reports by grantees to ECI Executive Committee

3. Capacity-Building and Technical Assistance

- Identify specific capacity-building and technical assistance needs among ECI grantees
- Identify, design and implement regular appropriate capacity training activities focusing on specific needs (e.g. financial management, program oversight, media, advocacy, etc.)

3. External Relations

- Promote the ECI vision, mission and core values among partners in the region
- Liaise and develop networks with government, non-government, partners and donors promoting an understanding of ECI's work
- Provide the Managing Director with accurate and up to date developments and issues in the region, particularly related to advocacy and grant making
- Ensure appropriate representation of ECI at local and regional events and forums
- Develop and maintain close relationships with counterparts and identify potential new donors
- Serve as a spokesperson for ECI with the local and international media

5. Administration and Human Resources Management

- Identify and manage all legal requirements for ECI's presence in the DRC, including management of any partner NGO relationships
- Create and oversee all office budget and financial systems and provide all financial reports to Managing Director and New Venture Fund (fiscal sponsor)
- Promote an open, diverse and participatory work environment
- Manage Program Officer and provide guidance, assistance and support as appropriate including conducting annual performance evaluations

6. Perform other functions and tasks as required

Selection Criteria:

- 7+ years of extensive strategic and operational experience, preferably with an international NGO, and demonstrated experience in the management of large and complex multi-sector programs, preferably in the Great Lakes region of Africa
- Experience working with local community-based organizations, international NGOs and donors
- Background in grant making and experience overseeing grant portfolios
- Demonstrated ability to establish, build and manage complex and diverse stakeholder relationships such as key government officials, NGOs, and other high-level individuals
- Demonstrated skills in leadership and management in a complex international setting, excellent people management skills and accountability, and interpersonal skills including the ability to work closely with high-profile individuals
- Excellent English written and verbal communications skills and proficient Swahili and French written and verbal communications skills
- Ability to produce high quality work and balance competing priorities within demanding timeframes
- Demonstrated ability to work as part of a team or under limited supervision with high levels of initiative
- Proficiency with Microsoft Office (Word, Excel, and Powerpoint)
- Experience developing and managing an office budget and financial system
- Prior experience living and working in eastern Congo, with a willingness and ability to reside in Goma, DRC.
- Ability to travel throughout eastern Congo and internationally

How to Apply

Interested candidates should submit a cover letter and CV describing the candidate's professional experience, two writing samples and contact information for three references. Only complete applications will be considered.

Applications can be submitted to admin@easterncongo.org with "*Candidate Name*" - *Country Director* – *Eastern Congo Initiative* in the subject line.

Eastern Congo Initiative will confirm the receipt of all applications. No phone calls please.