Spark* Bangladesh

Chief Executive Officer

Position Title: Chief Executive Officer
Reports to: Spark* International General Manager
Location: Dhaka
Length of Contract: 12 Months
Start date: To be confirmed (likely November 2015)

About Spark*:

Spark* International believes that Bangladeshi challenges are best solved with Bangladeshi solutions. We find, train, support and connect early stage Bangladeshi impact entrepreneurs to take their social businesses from impacting less than one hundred people to impacting thousands. We currently support impact entrepreneurs in Kenya, South Africa and Australia. In 2015 we will launch our program in partnership with Inclusive Bangladesh Development (the non-profit arm of Build Bangladesh). Check out www.sparkinternational.org for more information.

The Kind of Person We Are Looking For:

We are looking for someone who can own the following roles like a boss!

- You are most likely to be a Bangladeshi. You understand your country, how things work and you are super passionate about seeing positive changes in Bangladesh. Spark* backs local leaders with local solutions, so our Bangladeshi CEO is going to be most powerful if they can propose and execute on local solutions!

- You can walk into a room full of intimidating donors and corporates and pitch so well that they all want to get on board with the Spark* vision. (Nb. We will train you like a prize fighter in the Spark* pitch!)

- You can facilitate a workshop for five days and nights with fifteen brilliant emerging impact entrepreneurs and have the guts to continually challenge and stretch them. (Nb. You will deliver the kick ass Spark* model which we will train and support you in, so you are not having to create content here!)

- You are someone who backs up your words with action. You have built non-profits or businesses before and are an entrepreneur yourself.
- One of your best friends is a whiteboard. You can strategise like a military General and come up with creative ways to grow Spark* Bangladesh.

- You love people and people love you. As the CEO you will be responsible for building an awesome team of volunteers and keeping them engaged.

- You think local Changemakers rule. We believe passionately that local social entrepreneurs provide the best solutions to poverty, and you will love supporting the Spark* Changemakers as they grow their ventures.

- You are a player. Not in a bad way, but in an ‘I know lots of people and can connect Spark* Bangladesh to some amazing partners’ kind of way.

- You hate bureaucracy but you love systems. You are organised, and have a love for good processes!

- You are a leader. You have led before and you can’t wait to lead again. While you were leading you got awesome things achieved.

- You are super smart, confident, honest and accountable when it comes to preparing, administering and reporting on budgets.

- You will be super consistent, reporting clearly and as much as needed to the Spark* International team.

Role Description:

The Spark* Bangladesh CEO is the most senior member of Spark* Bangladesh. This position will be the first paid staff member of the organisation and will be responsible for growing and developing the organisation into the future.

The Spark* Bangladesh CEO will be responsible for the day-to-day leadership and management of the organisation.

Specific Responsibilities:

• Oversee the FIND and ACCELERATE phase of Spark* Bangladesh’s programs. (20%)

• Oversee and manage the SUPPORT for Changemakers (such as helping them apply for grant funding, liaising with skilled volunteers who provide support). (20%)
• Build and maintain relationships with major pipeline partners who can provide later stage support that we can CONNECT our strongest Changemakers to. (10%)

• Engage with corporate, non-profit, government and media partners to support the growth of Spark* Bangladesh. (20%)

• Report to the Spark* International General Manager and together, ensure that the organisation meets the expectations, obligations and requirements of funding bodies and relevant authorities as well as the development and maintenance of systems to improve the efficiency and effectiveness of Spark* Bangladesh. (20%)

• Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark* Bangladesh and Spark* International. (5%)

• Recruit, supervise and ensure the ongoing professional development of a group of Spark* Bangladesh volunteers, members and/or interns to assist with planning and delivery of Spark* Bangladesh programs. (5%)

**Specific Objectives of the Role:**

*Spark* Changemakers Engagement

• Organise and co-facilitate the Spark* Accelerators, including all logistics, media and communications relating to the event. This also includes leadership of the recruitment and selection of Changemakers.

• Coordinate the Spark* Changemakers Support network, including the Facebook group, providing regular advice and support to all Spark* Changemakers for a period of three years following the Accelerator and occasional advice and support thereafter.

• Where possible, plan and conduct field visits to various locations throughout Bangladesh to provide follow up advice, support and monitoring to existing Changemakers and to undertake recruitment drives for future Spark* programs.

*Human Resource Management*

• Where beneficial, recruit, supervise and ensure the ongoing professional development of a group of Spark* Bangladesh volunteers and/or interns to assist with planning and delivery of Spark* Bangladesh programs.
• Recruit, supervise and ensure the ongoing professional development of future Spark* Bangladesh staff and/or short-term consultants, including visiting Spark* International staff and volunteers.

**Fundraising**

• Engage with corporate, non-profit, government and media partners to support the growth of Spark* Bangladesh.

• Leadership on other innovative forms of fundraising such as events, social businesses and local community engagement.

**Media and Communications**

• Draft media releases for relevant print, web and radio outlets and participate in media interviews as required.

• Oversee the strategic use of the Spark* Bangladesh website and social media accounts as required.

**Financial Management**

• Together with the Spark* International General Manager, develop, monitor and review the organisation’s budget.

• Process applications to the Spark* Changemaker Fund and liaise with the selection panel as required.

• Prepare applications and proposals for grants, donations and other funding.

• Maintain compliance with the organisation’s funding agreements, including completing financial and narrative reports as required by donors.

• Ensure that accurate financial records are maintained.

**Policy Development**

• Together with the Spark* International General Manager, develop, amend and review the organisation’s policies and procedures.

**Relationship Management**
• Foster and develop relationships with potential and existing donors, stakeholders and/or partner organisations, including impact investors and pipeline partners.

• Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark* Bangladesh and Spark* International.

• Promote awareness of and the achievements of Spark* Bangladesh at a local, national and international level.

• Together with the Spark* International General Manager, contribute to the monitoring and evaluation of the impact of Spark* in Bangladesh.

Administration

• Develop and maintain administrative systems that ensure the smooth day- to-day operations of Spark* Bangladesh

• Understand and comply with all relevant legislation and guidelines as they apply to Spark* Bangladesh.

Benefits and Compensation:

Salary Package: 1,200,000 Taka per annum
Travel: All work-related travel is covered including an annual training strategy trip to Australia.
Phone/Internet and office provided.

How To Apply:

Please email kaitlin@sparkinternational.org with your CV, a link to your LinkedIn profile, and a cover letter explaining why you believe you would be a good fit for the role.