

# Spark\* Bangladesh.

## Country Director

**Position Title:** Country Director  
**Reports to:** YGAP Global Programs Manager  
**Reports to this role:** Program Assistant  
**Location:** Dhaka  
**Length of Contract:** 12 Months  
**Start date:** As soon as possible

### About Spark\* Bangladesh:

YGAP runs the Spark\* Accelerator Program in Bangladesh in partnership with Build Bangladesh. We believe that Bangladeshi challenges are best solved with Bangladeshi solutions. We find, train, support and help scale early stage Bangladeshi impact ventures that are improving the lives of people living in poverty. We currently also support impact entrepreneurs in Kenya, South Africa and Australia. Check out [www.sparkinternational.org](http://www.sparkinternational.org) for more information.

### Role Description:

The Spark\* Bangladesh Country Director is the most senior member of Spark\* Bangladesh and will be responsible for the day to day leadership and management of the program as well as growing and developing the program into the future.

### 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 Country Director 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 proven 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 Country Director you will be responsible for building partnerships, and managing a small team of staff and/or volunteers.
- 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\* entrepreneurs 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 YGAP/Build Bangladesh teams.

### **Specific Responsibilities:**

- Oversee the FIND and ACCELERATE phase of Spark\* Bangladesh's programs. (20%)
- Oversee and manage the SUPPORT for entrepreneurs (such as helping them apply for grant funding, providing one on one strategic support, liaising with key team members, partners and experts who provide support, running quarterly bootcamps, etc.). (20%)
- Manage the selection of entrepreneurs who move into our GROWTH support and oversee the tailored support and larger grants/investment they will receive. Build and maintain relationships with major partners and/or investors who can provide later stage support for these entrepreneurs. (20%)
- Engage with corporate, non-profit, government and media partners to support the growth of Spark\* Bangladesh. (20%)
- Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark\* Bangladesh (5%)
- Recruit, supervise and ensure the ongoing professional development of the Spark\* Bangladesh staff/volunteers to assist with planning and delivery of Spark\* Bangladesh programs. (15%)

## **Specific Objectives of the Role:**

### Entrepreneur 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 entrepreneurs.
- Coordinate the Spark\* entrepreneur support network, organising quarterly bootcamps, providing regular strategic advice and coordinating ongoing support for all Spark\* entrepreneurs for a period of one to two years following the Accelerator and occasional advice and support thereafter.
- Plan and conduct field visits to various locations throughout Bangladesh to provide follow up advice, support and monitoring to existing entrepreneurs and to undertake recruitment drives for future accelerator programs.

### Human Resource Management

- Recruit, supervise and ensure the ongoing professional development of Spark\* Bangladesh staff, volunteers and/or short-term consultants, including visiting YGAP 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.
- Lead on the strategic use of the Spark\* Bangladesh social media accounts as required.

### Financial Management

- Develop, monitor and review the program's budget.
- Process applications to the Spark\* Fund and liaise with the selection panel as required.
- Prepare applications and proposals for grants, donations and other funding opportunities.

- 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.

### 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.
- Promote awareness of and the achievements of Spark\* Bangladesh at a local, national and international level.
- Together with YGAP Global Programs Manager, contribute to the monitoring and evaluation of the impact of Spark\* in Bangladesh.

### Administration

- Maintain and improve upon 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: 1,550,000 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](mailto:kaitlin@sparkinternational.org) with your CV, and a cover letter addressing why you would be a good fit for the role.