Spark* South Africa.

Country Director

Position Title: Country Director
Reports to: YGAP General Manager of Impact
Location: Johannesburg
Length of Contract: 12 Months
Start date: To be confirmed (likely 15th November, 2016)

About Spark*:

Spark* is the Impact arm of YGAP. At Spark* South Africa we believe that South African challenges are best solved with South African solutions. We find, train, support and connect early stage South African impact entrepreneurs helping them to take their social businesses from impacting less than one hundred people to impacting thousands. We currently support impact entrepreneurs across South Africa, Kenya, Bangladesh and Australia. Check out sparkinternational.org and ygap.com.au 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 South African. You understand the country, how things work and you are super passionate about seeing positive changes in South Africa. Spark* backs local leaders with local solutions, so our South African Country Director is going to be most powerful if they can propose and execute on local solutions and has a real grasp on how to make an impact venture work in the country.

- 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 10-15 brilliant impact entrepreneurs and have the guts to continually challenge and stretch them. (Nb. You will deliver the world class Spark* model so you are not having to create content here and we provide a lot of training and support to get you ready for this.)

- 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* South Africa.

- You think local Changemakers rule. We believe passionately that local impact 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* South Africa to some amazing partners’ kind of way.

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

- You are a leader. You have led before and you can’t wait to lead again. When you lead you get awesome things achieved.

- You will be 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/YGAP team.

- You are autonomous and are able to work as the sole employee of Spark* South Africa (albeit part of a global team). You don’t get lonely at this thought and are excited to work with a global team remotely.

**Role Description:**

The Spark* South Africa Country Director is the most senior member of Spark* South Africa and will be responsible for leading and managing our current programs and overall organisational operations as well as growing and developing the organisation into the future.

**Overview of Responsibilities:**

- Oversee the FIND and ACCELERATE phase of Spark* South Africa’s programs. (20%)

- Oversee and manage the SUPPORT for entrepreneurs (regularly meeting with them for strategy support, conducting site visits, helping them apply for grant funding, liaising with key team members, partners and experts who provide support). (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* South Africa. (15%)

- Report to the Spark* South Africa Board of Directors 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* South Africa. (20%)

- Attend relevant meetings, conferences, forums and other opportunities as an official representative of Spark* South Africa and YGAP. (5%)

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, providing regular advice and support to 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 South Africa to provide follow up advice, support and monitoring to existing entrepreneurs and to undertake recruitment drives for future Spark* programs.

**Fundraising**

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

- Lead on other innovative forms of fundraising such as events, partnerships, 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* South Africa social media accounts.

**Financial Management**

- Together with the Spark* South Africa Board of Directors, develop, monitor and review the organisation’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.

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

- 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* South Africa.

- Promote awareness of and the achievements of Spark* South Africa at a local, national and international level.

- Together with the YGAP General Manager of Impact, contribute to the monitoring and evaluation of the impact of Spark* South Africa.

**Administration**

- Maintain and improve administrative systems to ensure the smooth day-to-day operations of Spark* South Africa.

- Understand and comply with all relevant legislation and guidelines as they apply to Spark* South Africa.
Benefits and Compensation:

Salary Package: ZAR 300,000 per annum (cost to company)

Travel: All work-related travel is covered including an annual training strategy trip to Australia.

Computer/Phone/Internet and a co-working office in Johannesburg is 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.