Executive Director

AD ([www.ashantidevelopment.org](http://www.ashantidevelopment.org)) is a volunteer charity which pays no wages or salaries outside Ghana. It was set up in 2005 at the request of Ashantis living in London who wanted to improve the quality of life of people in their home villages.

The charity is looking for someone, possibly recently retired from the NGO sector, who has the interest, drive, time and commitment to take forward the future development of the charity. The position would involve the following tasks -

In consultation with the Trustees, to determine and progress Ashanti Development’s strategy on the basis of a good understanding of its aims and objectives.

To ensure that the following tasks are carried out, either directly or by volunteers:

* Oversee the welfare of paid staff (20) in Ghana and UK volunteers (40) and the preparation of accounts;
* Ensure Ashanti Development complies with legal requirements and those of the Charities Commission and Companies House;
* Innovate, develop and coordinate fund-raising activities to progress the organisation’s mission and objectives and raise awareness of the charity;
* Report to donors on the progress, impact and/or outcomes of the project;
* Write, edit and commission work for the Ashanti Development newsletter;
* Write grant applications to potential donors to secure future funding for identified projects;
* Convene and prepare quarterly meetings of the thirteen trustees;
* Ensure the trustees annually review the organisation’s strategy;
* Maintain the sustainability of the organisation and ensure its continuing relevance;
* Coordinate the four different sectors (WASH, education, healthcare, livelihood support) of Ashanti Development’s work;
* In collaboration with the Trustees initiate new work and assist with projects which require guidance and support;
* Help coordinate regular participatory evaluations of the organisation’s different projects.

This is a voluntary position, and the job holder would report to the Trustees.

*Desirable Skills and Experience*

A leadership role within the NGO sector (or commercial organisation) in an HQ environment as a member/manager of a field staff team.

Open and clear communicator

Knowledge of the overseas development sector

Strong interpersonal skills

Fundraising experience at corporate, trust and community level

For further information, please contact: *info@ashanti-development.org.uk*or ring 07713 743 398.