

## Executive Director

### **The time to lead is now**

We envision a world where half of all leaders are women. We have been evolving over the past few years and are one of the more prominent leadership development programmes for women across the world, as well as a pioneer of innovative financing for education. We are now ready to take our leadership structure to the next level and are looking for a leader who is aspiring to do something revolutionary and impactful. We hire highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

Founded in 2012, Wedu is a social enterprise whose mission is to nurture the leadership development of women leaders around the world by supporting their unique, lifelong journeys with leadership development programmes, opportunities and funding for education. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. Today, we are proud to have worked with over 2,000 women leaders across 26 countries who form the pillar of a growing global community of mentors and partners spanning 96 countries in total. We believe this community has the power to achieve large-scale social impact. We are currently registered in the UK, Thailand, and Cambodia with an ambitious long-term growth plan for Asia and beyond.

Wedu has been featured in:



### **Your role**

We're looking for the next great leader to join our team - if you have an entrepreneurial spirit, are eager to lead the core operations of a growing global organisation, and enjoy building financial and operational systems to scale, then this might be the position for you.

As our Executive Director, you will work with the Founders and all Boards to design and implement the overall strategy of the organization. This role includes the management of the organization's resources and the implementation of plans and strategies to make sure that the vision and sustainability of the organisation are achieved. You will have direct oversight of our core business functions, and programmatic areas (leadership training, mentorship and financing for education).

This role offers you a unique and challenging opportunity to work with an amazing and ambitious team of 10 people and 10 board members, a global network of 1,000 skilled volunteers and to lead key areas of the organisation, as the entire Wedu model evolves and expands to serve more women leaders in innovative and sustainable ways. In particular, the role involves:

### **Community Building and Impact Growth**

- Leveraging our current global community, planning and overseeing the expansion and increased engagement of the community to create a movement that will accelerate the impact we seek to have
- Being the face of Wedu at local and virtual gathering with partners, funders, media and the women we serve
- Building and nurturing catalytic partnerships with other organizations to achieve our vision.

### **Fundraising & Financial Management**

- Collaborating with the boards and the team to ensure sufficient fundraising, both in terms of fundraising strategy development and implementation
- Developing and maintaining relationships with key funders
- Managing a growing P&L and core costs, including consolidation of accounts across all operational units, budgeting, cash flow forecasting, board reporting, KPI monitoring, etc.
- Overseeing Wedu's finance & accounting policies, procedures, and systems
- Supporting the development of finance guidelines and interdependencies between entities and impact units in order to ensure sustainability of the whole system

### **Talent Development & Team Management**

- Facilitating and improving upon talent management practices to ensure team satisfaction and ongoing professional development
- Overseeing the quality of all HR and employee lifecycle management processes, from recruitment and onboarding to performance management and retention
- Providing local leadership and nurturing a positive and productive team/office culture

### **Operations Management & Leadership**

- Overseeing and implementing high-level initiatives and systems-building that aid the team in more seamless project and KPI management and cross-team collaboration
- Identifying opportunities for consolidation and automation across all internal processes and teams, especially as new offices or entities evolve
- Ensuring the integrity of our data systems and data flow for effective and accurate impact, customer, and programme management
- Understanding of technological trends and how to best leverage appropriate technologies
- Developing legal & compliance structures to adequately protect our growing influence
- Managing local governance and ensuring board meeting success

### **Be the change you want to see**

Wedu is a very entrepreneurial organisation that is open to new ideas and experiments. If you have innovations to propose, make your case, inspire the team and you will have all the support required to implement your ideas. Leadership starts inside.

## Do you have what it takes?

### Qualifications:

- You have at least 10 years of previous work experience and have excelled in a similar role, ideally in the context of fast growing global community
- You have 3-5 years' experience managing grants, budgets and P&Ls of increasing size and complexity, ideally in the millions of USD
- You have strong project management and relationship management skills, with experience collaborating with some of the world's largest donors (e.g. USAID, UKAID, Gates Foundation, etc.)
- You have experience in raising philanthropic capital of different size and nurturing supporting community
- You are entrepreneurial and not afraid to take ownership, showing audacity and resourcefulness in identifying and acting upon opportunities to innovate; you are also flexible and comfortable with ambiguity and leading the change
- You have a proven track record of using data-driven analysis and critical thinking to design strategies, build targets, monitor progress and make decisions
- You are a skilled and inspiring communicator – both a great listener and effective speaker and writer; you are confident and resourceful when reaching out to new people, and enjoy developing relationships with a wide range of stakeholders
- You are collaborative and have the ability to use systems-level thinking to see beyond your own work and balance individual and team goals
- You have a passionate commitment to promote social change and women's leadership development, and are willing to go above and beyond in pursuit of our common mission
- You have an understanding of board dynamics and ability to ensure
- You are a learner always seeking self improvement

### Other requirements:

- A university degree in any field with excellent speaking and writing skills in English
- Proficiency in using Google's web-based office tools; experience with Xero and Salesforce (or similar software) are also a plus but not required
- ***Women of Asian nationalities, especially those already residing in countries where we currently work, are encouraged to apply***

## Organisational arrangements

We expect from you a minimum commitment of 24 months with a four month trial period. This is a full-time position. Given the current pandemic and uncertainty about the future of mobility, the position is intended to start as remote and we can discuss long term remote work arrangements. Wedu embraces modern work practices and has flexible working arrangements – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

You will receive competitive pay based on your qualifications and benchmarked on Thai living standards. As a result based organisation, the pay will have a significant component dependent on your achievement of our shared goals. You will have access to the Wedu network of experts and advisers, who have extensive experience in the development of social enterprises.

**Are you ready to lead?**

We are looking for one candidate to fill this position by January 15, 2021. Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org).

Applications for this position are accepted and reviewed on a rolling basis, and qualified candidates will be contacted via email for at least 3-4 behavioral and situational interviews that will be conducted by members of our team and international Boards of Directors. As part of the selection process, you may also be expected to complete a short exercise and/or provide sample work to further demonstrate your fit and interest with the role.