



**PARTNERS FOUNDATION FOR LOCAL DEVELOPMENT**  
*Together we build communities*

7 - 9 Piata Amzei Street, Entrance D, 6th Floor, Ap. 34  
District 1, Bucharest, Romania  
Tel/Fax: +40 21 313 56 68  
E-mail: [fpdl@fpdl.ro](mailto:fpdl@fpdl.ro)  
Web site: [www.fpd.org](http://www.fpd.org)

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **Background**

Partners Foundation for Local Development – FPDL is a Romanian Non-Governmental Organization established in 1994 by experts in public administration, urban planning and community development.

Since 1998, FPDL is member of Partners-Global (previously Partners for Democratic Change International) a Network of 18 local organizations from Europe, the Americas, Africa and the Middle East, working in over 50 countries around the world.

Since its establishment, FPDL played a significant role, in Romania and worldwide, in building sustainable capacity to advance democratic institutions and good governance, civil society and a culture of peaceful change and conflict management.

FPDL team, including process experts (facilitators, trainers and consultants) support collective actions through participatory learning and decision-making processes, openly share knowledge through collaboration and networking, effectively address beneficiaries' needs with integrity and professionalism. Their work results in positive changes in communities and organizations, in Romania and worldwide, in areas such as anti-corruption and good governance, international and local development, youth empowerment and education.

For more information visit our website [www.fpd.org](http://www.fpd.org)

### **Position summary**

FPDL is seeking an Executive Director, entrepreneurial and forward thinking, to lead the organization into a new cycle of growth and development. FPDL offers an exciting opportunity for a seasoned NGO professional to lead the transformation process of a well-known and respected NGO, having an impressive track record of activities and results, awarded at national and international level.

**Position title:** FPDL Executive Director

**Reports to:** FPDL Board of Directors

### **Position overview**

#### **I. FPDL seeks candidates with a strong background in:**

- **Organizational Development and Management:** having experience in managing previously an organization, or its significant part, the Executive Director is expected to work with the board on developing and implementing a transition plan to ensure the on-going success and growth of the organization
- **Networking:** having good contacts, at national and international level, with representatives of civil society, public or private sectors, the Executive Director is expected to continue develop the



**PARTNERS FOUNDATION FOR LOCAL DEVELOPMENT**  
*Together we build communities*

7 - 9 Piata Amzei Street, Entrance D, 6th Floor, Ap. 34  
District 1, Bucharest, Romania  
Tel/Fax: +40 21 313 56 68  
E-mail: fpdl@fpdl.ro  
Web site: www.fpd.org

networking activity, to represent FPDL in national and global arena in order to develop work opportunities for FPDL team

- **Fundraising:** having previous financial management capability (elaborating and managing budgets), experience in fundraising through grants, donations, sponsorships or selling services for fees, the Executive Director is expected to have entrepreneurial spirit, with knowledge on how to create and sell products/programs
- **Process expertise:** having experience in the design and conduct of interactive training, facilitation of participatory problem solving/strategic planning processes and/or collaborative consulting processes, the Executive Director is expected to design, oversee, and evaluate the FPDL services in Romania and globally, and eventually directly implement some of them, in one or more of work areas.
- **Speaking and writing fluently** English is a must. Fluency in Romanian is an important additional asset. 2<sup>nd</sup> foreign language, such as French or Spanish, is also a plus.

**II. Executive Director Responsibilities in overseeing the following areas**

- **Human Resource Oversight:** Implement the transition plan approved by the Board of Directors; manage the organization human resources according to personnel policies and procedures fully conforming to Romanian laws and regulations; oversee work quality through monitoring and evaluation systems; ensure positive internal communication, team spirit and the sense of common identity; support staff life-long learning for professional and personal development
- **External communication:** responsible for increasing FPDL activities/results/successes visibility through different communication channels: oversee the implementation of a strong social media and communications campaign, working with the staff to continuously update website and Facebook page, Annual reports (professional and financial), marketing strategy elaboration and implementation
- **Strategic Planning:** Organizes annual development/revision, through staff retreats, of FPDL strategic plan to assure sustainability and growth; presents strategic plan, annually to FPDL Board of Directors.
- **Financial Management:** elaborates in collaboration with the Financial Director the executed and planned annual budget to be presented for approval to FPDL Board of Directors; oversee that the financial management system and procedures are respected and are in line with the Romanian laws and donors' reporting requirements; support Financial Director to make financial analysis, in order to assure sustainability by increasing revenues and lowering expenditures; assure that FPDL annual revenues and expenditures are transparent and that accountability mechanisms are in place to prevent fraud
- **Fundraising:** oversee fundraising planning and implementation, including identifying and researching funding sources that would assure development and growth – focused on mission achievement, establishing strategies to approach funders, writing and submitting proposals and administrating fundraising records and documentation; develop economic activities – selling services for fees, in line with FPDL mission
- **Activities/Programs Management:** Design, and eventually implement, FPDL activities/programs and services, based on the approved strategies; encourage, approve and monitor staff in developing activities/programs.



**PARTNERS FOUNDATION FOR LOCAL DEVELOPMENT**  
*Together we build communities*

7 - 9 Piata Amzei Street, Entrance D, 6th Floor, Ap. 34  
District 1, Bucharest, Romania  
Tel/Fax: +40 21 313 56 68  
E-mail: [fpdl@fpdl.ro](mailto:fpdl@fpdl.ro)  
Web site: [www.fpd.org](http://www.fpd.org)

- **FPDL Representation:** identify and connect with key government, donors, NGO and business sector representatives, at national and global level, and manage these relationships; attend events and be part of different structures – with the aim of developing network relations and identifying new development opportunities for FPDL activities, strengthen FPDL image and reputation; represent legally FPDL, signing contracts and banking operations. Represent FPDL at the **PartnersGlobal** Network Assembly meetings and participate in network activities.
- **Reporting to FPDL Board of Directors:** Organizes Board of Directors annual meeting, presenting for approval: (1) annual activities report, successes and lessons learned (2) FPDL strategic plan and progress in implementation (3) executed and planned budget, elaborated in collaboration with the Financial Director; maintains contact with Board of Directors members, between meetings informing them about successes and challenges (4) any other requirements from board

### III. Required skills and qualifications

- University degree in relevant field
- Commitment to FPDL mission
- Minimum 5 years leadership/management experience and a proven track record in organizational development
- Experience in interactive training and facilitation of participatory processes
- Ability to analyze, problem-solve, prioritize work and to oversee multiple activities/programs
- Excellent spoken and written communication skills in English. Fluency in Romanian is an important additional asset. 2<sup>nd</sup> foreign language, such as French or Spanish, is also a plus
- Experience in working cooperatively with NGOs, government, and businesses. International contacts within these sectors. Such contacts in Romania are also a very important asset.
- Experience in managing personnel and financial systems and in particular international donor requirements (EU, UN, USAID)
- Experience in developing and writing winning proposals and responding to calls for proposals; a big plus is having experience in business development and selling services for fees
- Ability to express a vision and develop strategies and actions, for achieving FPDL mission and organizational goals
- Team player with interpersonal skills and cultural sensitivity
- Ability to travel in Romania and internationally
- Positive and optimistic, flexibility and creativity a must!

Salary will be based on salary history, experience level and Romanian NGO sector current policies. Please submit a cover letter and resume via email to [ana@fpdl.ro](mailto:ana@fpdl.ro) and [jobs@partnersglobal.org](mailto:jobs@partnersglobal.org) with “FPDL Executive Director Position,” in the subject line.

Application deadline is March 28, 2016.