
Position Title: Executive Director, Mercy Corps India

Primary Location: Delhi, India

Position Status: Regular

Current Employee: Vacant

EXECUTIVE DIRECTOR – MERCY CORPS INDIA

Mercy Corps is seeking a bold, action-oriented, and creative leader with a passion for social entrepreneurship to be its Executive Director (ED) for Mercy Corps India (MCI). MCI is a member of the global Mercy Corps family, but is registered as an independent Section 25 company with a separate Board of Directors. The ED must therefore be a shrewd navigator, able to steer our country presence along a truly “local to global” axis as an independent entity, while at the same time maintaining close links to the ethos and administrative structures of the parent company, Mercy Corps.

GENERAL POSITION SUMMARY

The ED is the most senior manager within the MCI structure, responsible for setting strategy and vision, overseeing program operations and management, managing and mentoring MCI teams, mobilizing financial resources (fund raising), and representing MCI with key internal and external stakeholders.

ESSENTIAL JOB FUNCTIONS

Strategy and Vision

- Lead MCI fundraising efforts. Prioritize and coordinate the preparation of relief and development concept papers, proposals and other funding requests, particularly with international donors, Indian private sector, and Indian public sector donors and partners. Strategically position MCI for new opportunities in the country. With the Regional Program Director (RPD) and state-level leaders, identify and develop new programming.
- In consultation with Program Directors in specific Indian states, the RPD, and the Board of Directors, lead overall MCI strategy, planning, budgeting, programming and management.
- Lead the preparation of an annual MCI strategic plan and budget for program operations and oversee the administration of the plan/budget throughout the fiscal year.
- Support and oversee the management of state or sub-regional level strategic planning, development, implementation, monitoring, evaluation, and administration of humanitarian assistance and development programs. Ensure program innovations and successes are effectively publicized internally and externally.
- Coordinate the inputs and activities of the Board of Directors, ensuring that BoD members’ ideas are heard and utilized; that the BoD leverages new opportunities and relationships for MCI; and, that board member expectations are managed.

Program Operations and Management

- Work with Mercy Corps’ Technical Support Unit, the RPD and SPO, Resource Development, Finance and PALM to promote continuous quality improvement of field programs, while leveraging additional technical inputs from within India as required.
- In the event of a major disaster in the country, work and/or liaise with Mercy Corps Global Emergency Operations team and the RPD.
- Support state or sub-regional leadership in developing and implementing program and operations policies and procedures according to internal and donor policies.

- Ensure and oversee effective human, material, financial and operational field support systems for all state and sub-regional programs. This includes regular and timely communication with, and travel to, field offices and field programs.
- Ensure timely and targeted communication and information flow to all internal and external parties.
- Working with state-specific teams, oversee security management.

Team Management

- Provide and encourage adequate training and staff development for state and sub-regional directors and their teams, helping to develop highly effective team performance while remaining attentive to individual career paths and internal promotion.
- Participate in the recruitment, selection, orientation and training of MCI's program teams.
- Support the development of systems to ensure that Delhi and field staff supporting the India program are trained and properly oriented in Mercy Corps' systems, procedures and protocols, as well as in the goals, objectives, and strategies of MCI and Mercy Corps.

Representation

- Build and maintain an effective network with Indian stakeholders, with a particular emphasis on Government of India officials, Indian private sector officials, and officials from international donor agencies and embassies.
- Develop and nurture culturally sensitive internal and external relationships and networks to ensure optimum communication and program success.
- Build strong constituencies to include Mercy Corps headquarters and regional office teams, international and local civil society leaders, government officials, donor community officials, diplomatic corps/ military and embassies, vendors, media and the general public.

Organizational Learning

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve - we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

MUST HAVES

- A minimum of 12-15 years of total professional experience preferably in the development sector including relevant experience in program management, supervision and monitoring with enough strategic experience in a leadership role where S/he was responsible for organization building, human resource development & financial management functions.
- Experience of developing strong business/organisational processes especially in a start up (finance, operations, security) to improve program quality.
- Strong relationship management and stakeholder management skills, in the not-for-profit context experience of partnership with government and civil society organisations.
- Comprehensive knowledge, analysis and understanding about issues related to poverty, exclusion and injustice.
- We welcome candidates from private foundations and corporates who will appreciate the philosophy of Mercy Corps and can demonstrate innovative thinking, which can catalyze social change, build sustainable communities and create a measurable impact.
- We are looking for a team player capable of building on the strengths of the current team, in addition to multiple stakeholders, which includes marginalized communities and represent the organization externally in relevant forums.
- Excellent written and verbal communication skills.
- Should have the capacity to work at the strategic level and if required engage with grassroots issues. The hands-on approach is significant since, unlike some other organizations, successful Mercy Corps leaders cannot afford to remain at merely a strategic level, and must be willing to/ capable of working at the frontline level as well – getting involved in operations and financial management; helping solve day to day problems; writing persuasive concept notes and proposals; editing reports; getting involved in hiring processes; looking personally into programmatic monitoring & evaluation impact. This means finding leaders with the right mix of confidence, humility, and open-mindedness.
- Mercy Corps field leaders must be adept fundraisers, and must constantly be looking for – and capitalizing upon – new opportunities, ability to recognize partnership opportunities and turn these into real partnerships and new program opportunities.
- The incumbent should be open to travel to field offices and project sites frequently in India and internationally.

PREFERABLE

- If the candidate is not from the development sector, s/he should have demonstrated past experience of community or voluntary work.

- The incumbent must be confident and charismatic enough to steward the role of the Board of Directors effectively.

ACCOUNTABILITY TO BENEFICIARIES

Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

SUPERVISORY RESPONSIBILITY

MCI's Delhi team, as well as the state, program, or sub-regional-specific Directors within India.

ACCOUNTABILITY

REPORTS DIRECTLY TO: Regional Program Director, South East Asia; MCI Board of Directors

WORKS WITH: MCI Leadership Team, Delhi Support Team, Board of Directors, RPD, SPO, TSUs, Executive Director – Mercy Corps Europe

Third Sector Partners, a leading CxO and board search firm in the Not for Profit sector, has been retained by Mercy Corps to hire its Executive Director, India. Last date for application is **12th August 2011**. Interested candidates can send in their CVs with three references to mercycorps.ed@thirdsectorpartners.com, with the subject line indicating Executive Director. You can contact us at: +91 22 43493333. Please note that only short listed candidates will be contacted.