

Ability Bhutan Society (ABS)

Terms of Reference (TOR) of Executive Director

The Executive Director under the general guidance of The Royal Patron and direct supervision of the Board of Trustees of the Ability Bhutan Society (ABS) shall be responsible for overseeing the administration, programmes and strategic plan including fundraising, marketing and community outreach as described hereunder:

I. GENERAL RESPONSIBILITIES:

1. **Board Governance**: Work with Board to fulfil the organization's mission.
 - 1) Responsible for leading ABS in a manner that supports and guides the organization's mission as defined by the Charter.
 - 2) Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. **Financial Performance and Viability**: Develops resources sufficient to ensure the financial sustainability of the organization.
 - 1) Responsible for the fiscal integrity of ABS, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - 2) Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - 3) Responsible for fundraising and developing other resources necessary to support ABS's mission.

3. **Organization Mission and Strategy**: Work with Board and staff to ensure that the mission is fulfilled through programmes, strategic planning and community outreach.
 - 1) Responsible for implementation of ABS's programmes in line with the organization's mission.
 - 2) Responsible for strategic planning to ensure that ABS can successfully fulfil its mission.
 - 3) Responsible for the enhancement of ABS's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4. **Organization Operations.** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - 1) Responsible effective administration of ABS operations.
 - 2) Responsible for the hiring and retention of competent, qualified staff.
 - 3) Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

II. Actual Job Responsibilities:

1. The Executive Director shall be responsible to carry out:
 - 1) Planning and operation of annual budget;
 - 2) Development and implementation of the employment and administrative policies and procedures for all functions and for the day-to-day operation of the non-profit organization;
 - 3) Serving as ABS's primary spokesperson to the organization's constituents, the media and the general public;
 - 4) Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance ABS's Mission;
 - 5) Report to and work closely with the Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Foundation throughout the State;
 - 6) Supervise and collaborate with organization staff;
 - 7) Strategic planning and implementation;
 - 8) Oversee organization Board and committee meetings including annual general meeting (AGM);
 - 9) Oversee marketing and other communications efforts;
 - 10) Review and approve contracts for services; and
 - 11) Other duties as assigned by the Board.
2. The Executive Director shall report directly to the Board of Trustees as the head of the Secretariat of Ability Bhutan Society and serve as the Member-Secretary of the Board and the Annual General Meeting (AGM).
3. The Executive Director shall be a non-voting Member-Secretary of the Board and serve as a continuous link between the Board and the Secretariat.

III. Professional Qualifications:

1. The applicant for the post must possess:
 - 1) Minimum of A bachelor's degree;
 - 2) Transparent and high integrity level of leadership;
 - 3) Exceptional management skills of people, finances and systems, with a proven capacity to motivate and lead and multidisciplinary management team to achieve organizational goals
 - 4) Preference will be given to one with Ten or more years of relevant management experience;
 - 5) Vast hands-on experience on budget management skills, including budget preparation, analysis, decision-making and reporting;
 - 6) Strong organizational abilities including planning, delegating, program development and task facilitation;
 - 7) Ability to articulate and convey a vision of ABS's strategic future to staff, board, volunteers and donors;
 - 8) Knowledge of fundraising strategies and donor relations unique to non-profit sector;
 - 9) Skills to collaborate with and motivate Board members, staff and other key stakeholders;
 - 10) Strong written and oral communication skills;
 - 11) Demonstrate ability to oversee, interface and engage diverse volunteer and donor groups;

IV. Remuneration: Entitlement as per the Service Rules and Regulation.

V. Employment type: On contract for five years initially but extendable subject to performance and mutual consent.