



flying kites

Job Description: **Director of FK School Network**

LOCATION:	Kenya (Njabini)
OFFICE HOURS:	Monday through Friday from 7:30 a.m. until 5:00 p.m.
POSITION STATUS:	Management-level, exempt from overtime
ORGANIZATIONAL RELATIONSHIP:	Reports to the Executive Director (US)

OVERVIEW: The FK School Network is a program of Flying Kites supporting a cohort of resource-poor public primary schools in rural Kenya. In partnership with the Ministry of Education, and in collaboration with select implementing partners, we support schools in our network with intensive interventions aimed at addressing obstacles to learning in the South Kinangop District, such as lack of water and sanitation infrastructure, school meal programs, and teacher training opportunities. By partnering with schools to support their needs and introduce innovative strategies to address their challenges, thousands more students will have the chance to be healthy, safe, engaged, challenged and supported.

The Director of FK School Network has overall responsibility for the development, implementation, management, monitoring and effective execution of the mission and strategic goals of the Flying Kites Network and all related programming and partnerships, including the Teacher Training Institute. Duties are fulfilled using his/her expertise in program development and leadership, project management, evaluation and impact metrics, and the recruitment and management of implementing partners. The role requires exceptional resource management and communication skills, the highest attention to detail and follow-through, and a commitment to collaborative partnering, strategic alignment and relationship-building with educators, colleagues, partners, and all stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES: “Essential duties” are those that an individual must be able to perform with or without reasonable accommodation or additional staffing support.

1. Manage and oversee all operational and administrative aspects of current and future FK School Network programs to maximize impact, ensure efficiency and economy, and align with organizational goals.
2. Develop, implement and execute strategic plan for FK School Network, including all aspects of Teacher Training program, to optimize scale and impact.
3. Serve as primary organizational liaison with FK School Network Partner Schools, clearly articulating and managing expectations, ensuring follow-through on shared commitments, providing quality assurance on M&E and other data, and developing relationships of mutual trust with the leadership and community at each school.
4. Serve as primary organizational representative with programmatic partners, resources, and other stakeholders; manage partner relationships by analyzing contributions, communicating clear expectations, and providing regular feedback and results-focused assessment reports.
5. Responsible for the implementation, management and oversight of the M&E Plan for each aspect of FK School Network and programs; train, develop and monitor support resources, teachers, and other program stakeholders to ensure compliance, deliver accurate reports, and meet all M&E objectives on a program-by-program basis.
6. Identify, recommend, prepare, and manage appropriate policies, procedures and resources to most efficiently meet program goals, minimize risk, and maximize impact.
7. Ensure intra-organizational alignment and transparency through clear and frequent communication, collaborative planning, accurate reporting, and proper recordkeeping practices.
8. Develop and manage program finances and budget, seeking and pursuing strategies to decrease costs while increasing quality of services and impact.
9. Develop proposals and pursue key partnerships that support program goals.
10. Increase organizational visibility through strategic networking and community collaboration.
11. Recruit, supervise, train and manage the performance of support resources and implementing partner resources; direct and audit resources to ensure objectives are met timely and accurately.
12. Prepare and provide accurate updates to leadership and colleagues, including in response to requests for information to support grants and fundraising activities.
13. Contribute to special projects, as instructed by Executive Director and Boards of Directors.

POSITION SPECIFICATIONS

Education and Work Experience:

- Bachelor's degree in Public Administration, Education, or a related field; advanced degree preferred
- 5+ years experience at an NGO in roles of increasing responsibility (preferably in Kenya)
- Experience in education strongly preferred

Knowledge, Skills, and Abilities:

- Well-developed and mature professional interpersonal skills; ability to interact effectively in a multicultural, multilingual environment with children, teachers, parents, families, donors, partners, and colleagues at all organizational levels.
- Self-reliant and results-oriented with the independence and flexibility to live and work in a rural community.
- Excellent judgment, integrity, and problem solving skills.
- Strong mentoring experience to inspire and develop a multicultural team with diverse levels of expertise.
- Entrepreneurial team player who can multitask, prioritize effectively, and adhere to multiple deadlines.
- Superior management skills; ability to influence and engage others toward common goals.
- Superior project management skills.
- Highly responsive, energetic, flexible, collaborative, and proactive.
- Exceptional written, oral, and presentation skills and the ability to effectively interface with senior leadership and Boards of Directors.
- High level of knowledge in monitoring & evaluation (M&E) procedures, resources, and reports.
- Exceptional analytical skills to effectively assess, monitor, and communicate data.
- Knowledge and high proficiency in computer applications.
- Ability to manage and be accountable for the handling of confidential and sensitive information.
- Ability to review the work of others and provide effective ongoing feedback.
- Ability to respond quickly and maintain composure during situations that impact the safety and security of children.

Additional Requirements:

- An incident-free Children's Check and National Police Check (Certificate of Good Conduct) is a strict condition of employment and must be provided at the time of hire and updated on request, consistent with the organization's risk management procedures.
- Consistent with the management level of this position, some weekend and after-hours work is expected and required to meet organizational priorities.
- Occasional travel and long-term assignments to Kenya will be required based on organizational priorities.
- Additional responsibilities may be assigned to support coverage for management-level and other colleagues who are absent, on holiday or personal leave.

Working Conditions:

- The Kenya office is subject to occasional interruptions in power and/or Internet access.
- A significant (8-10 hour) time difference is acknowledged and generally accommodated for scheduled and unscheduled communications among leadership in the US and Kenya.
- All of our programs and objectives serve children from preschool through young adults. Our workplace is thus regularly accessed and impacted by children.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary at the discretion of the organizational leadership.

Qualified candidates are invited to submit their CV and cover letter via email to laurel@flyingkites.org. Unsolicited submissions from placement agents are strictly subject to a written agreement of terms.