EXECUTIVE DIRECTOR

The overall mission of Yayasan Bali Peduli (YBP) is to reduce the spread of HIV infections among those at risk in Bali and to provide testing and care for those who are already infected with friendly, efficient and affordable health and support services. YBP aims to do this through the provision of outreach and medical referral services as well as community education events. The Executive Director will be responsible for representation, coordination, HR, finance, communication and government liaison activities as required to ensure the efficient day to day function of the Foundation and the realization of its goals.

Job Title: Executive Director

Reports to: Chairperson – Yayasan Bali Peduli

Position Summary:
The Executive Director is responsible for establishing and executing major goals and objectives for the organization, implements policies as established by the board of directors and provides leadership, direction and guidance of the Foundation's activities. Analyzes and evaluates the effectiveness of all organization operations. Develops and maintains organizational structure and effective personnel. Coordinates major activities through subordinates and appraises assigned personnel. The Executive Director represents the Foundation to regulatory bodies, other agencies, community and civic organizations, donors, funders and supporters, as well as the general public.

Primary Responsibilities

- Directs day-to-day operations including support for field and clinic activities, HR, finance, communication and government liaison
- Works closely with the Outreach/Buddy Coordinator, Clinic Directors, Steering Committee and the Board to ensure efficient, client focused activities and timely communication and reporting
- Stewards relationship with YBP national and local partners as well as government offices
- Coordinate fundraising efforts and write grant proposals

General

- Acts as a spokesperson for Foundation
- Executes board-approved policies
- Directs and oversees short and long term strategic plans
- Attends Board Meetings, government and partner coordination meetings
- Maintains a competent and effective managerial staff
- Provides leadership to Foundation personnel through effective objective setting, delegation, and communication
- Conducts staff meetings to disseminate pertinent information
- Ensures that appropriate salary and wage structures are maintained
- Delegates authority and responsibility to managerial staff
- Coordinates and directs employees
- Oversees the preparation of office procedure manuals, outlining specific duties and area responsibilities
- Ensures that job descriptions are current

- Conducts performance appraisals as required
- Formulates and implements corrective action as needed

Administration

- Ensures administrative staff remains current to Foundation activities and Board directives/approvals that affect their functions and areas of responsibility
- Works with the Board on governance policy issues by providing support and by initiating approved recommendations or actions
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the Foundation's role as an employer and non-profit agency
- Recommends to the Board changes to policies and procedures that would improve the Foundation
- Maintains an effective and cost efficient office environment
- Develops, maintains, and up-dates job descriptions pertinent to the Foundation
- Determines staff training/development and/or equipment needs of clerical and administrative employees, taking into account annual budget allocations
- Submits all information, reports and records as requested or required by law to appropriate government officials and/or the Board
- Develops and implements operational plans, policies, and goals that further strategic objectives
- Develops and implements a communication strategy to reach both target audiences and donors informing them of services and achievements

Financial

- Maintains full awareness of the complete financial, statistical, and accounting records of the Foundation
- Ensures that operating results established in the annual budget are achieved
- Ensures that operating expenses are within the approved annual budget
- Ensures the accuracy, integrity, and timeliness of all financial accounting and reporting
- Ensures the preparation of the annual operating budget for Board approval

Qualifications

- Dedication to YBP's mission and oriented to its goals
- Indonesian young professional with experience in the field of management, planning, budgeting and finance, human resource management and capacity building, and ability to guide and delegate competencies;
- Self-starter with an entrepreneurial mindset, willing to make a difference and willing to put a lot of effort and of themselves into the Foundation;
- Adaptive management and intercultural, communication skills; experience with managing cultural differences.
- Good command of written and spoken Bahasa Indonesia and English;
- A responsible and independent work attitude;
- Willingness to develop and learn in their work;
- Excellent communication skills
- Preferably experience in the field of NGO and international development in Indonesia;
- Preferably experience in working together with Government of Indonesia

institutions;
- Familiarity with Microsoft Office Suite programs;
- Demonstrated experience in, and comfort with, public speaking
- Demonstrated ability to work collaboratively with staff, volunteers, Board/Steering Committee members, and diverse stakeholders.

Performance indictors

- Development of annual work plan and budget in conjunction with Board
- Timely implementation of approved plan
- Development of highly-motivated client-focused team, meeting established targets
- Timely reporting to Board and Government according to established schedule
- Development and implementation of a communication strategy that:
    - Reaches clients with information on services and advantages of early diagnosis and treatment
    - Reaches donors with timely information on achievements of YBP to date

For more information about this position, please contact comms@balipeduli.org.

012016